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CM. How are you?

WELCOME TO THE CITY OF LEUVEN!

The City of Leuven and the institutions of higher education that call Leuven home are pleased to welcome you to this lovely city. We have joined forces to produce this guide to Leuven which is available on paper and online. Living in Leuven has been written especially for all international visitors of the institutions of higher education.

It contains information about the institutions, Belgium, daily life in Leuven and can help you navigate the practical, social and

cultural challenges you might face during your stay in Leuven.

Living in Leuven will answer many, albeit not all, questions you may have and settling into your new home will feel much less overwhelming than you might think.

Leuven will be your city before you know it!

—

The Editorial Team

Publisher:

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KU Leuven and City of Leuven

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0900 10 500
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European Emergency
112



Card Stop
070 344 344

HOW TO USE THIS GUIDE

This guide is written for all international guests of the three institutions of higher education in Leuven and provides information on three levels:

- **General information** on different topics, applicable to everybody.
- **Information on the level of an institution**, applicable to members of this institution: KU Leuven, UC Leuven-Limburg, LUCA School of Arts - campus Lemmens.
- **Information on the level of target groups**. In the guide we distinguish two main target groups: students and staff.
Student = everybody with a student status at his/her institution
Staff = everybody else, all variations in staff related statuses

Some people have a double status, student as well as staff, e.g. certain doctoral students. If this applies to you, it means you can benefit from the information for both target groups. If you are not sure which status applies to you, you can check this at your institution.

Specific information per institution or target group is only given when relevant or existing. Otherwise it means that the general information is all you need.

The guide gives you a general outline of need-to-know and nice-to-know topics. For detailed information you will be referred to a website and you will be given contact information of a specific service that can assist you further. You can search via the table of contents or the glossary in the back.



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Service	Address	Phone	Website/E-mail
CITY HALL			
STAD LEUVEN	Professor Van Overstraetenplein 1 3000 Leuven	016 27 20 00	www.leuven.be
FOREIGNERS OFFICE		016 27 21 94	
INSTITUTIONS OF HIGHER EDUCATION			
KU LEUVEN	Oude Markt 13/5005 3000 Leuven	016 32 40 10	www.kuleuven.be/english
UC LEUVEN -LIMBURG	International Office Geldenaaksebaan 335 3001 Heverlee	016 375 700	www.ucll.be/international
LUCA SCHOOL OF ARTS CAMPUS LEMMENS	Lemmensberg 3 3000 Leuven	02 447 15 00	www.luca-arts.be
FOR STUDENTS			
REGISTRAR'S OFFICE			
REGISTRAR'S OFFICE	KU Leuven Naamsestraat 22	016 32 40 40	sa@kuleuven.be
	UC Leuven-Limburg		inschrijvingen.leuven@ucll.be
	LUCA School of Arts: campus Lemmens	02 447 15 00	onderwijsadmin.leuven@luca-arts.be
STUDENT SERVICES			
VAN DALE COLLEGE	Naamsestraat 80 3000 Leuven	016 32 43 75	www.kuleuven.be/studentservicesleuven
HOUSING SERVICE		016 32 44 00	housingservice@kuleuven.be
SOCIAL SERVICE		016 32 44 28	socialservice@kuleuven.be
STUDENT LEGAL SERVICE		016 32 44 31	studentlegalservice@kuleuven.be
STUDENT CAREER CENTER			Contact form via www.kuleuven.be/studentjob

Useful Contact Information

Service	Address	Phone	Website/E-mail
SUSTAINABILITY UNIT & GREEN OFFICE	Zwartzustersstraat 2, Leuven	016 32 93 02	greenoffice@kuleuven.be greenofficeforkuleuven.be
PANGAEA, INTER-CULTURAL MEETING CENTRE*	*open to <u>staff</u> as well	016 32 33 96	pangaea@kuleuven.be
STUDY ADVICE SERVICE			contact form via www.kuleuven.be/studyadvice
STUDENT HEALTH CENTRE		GP: 016 32 44 20 Psychologist: 016 32 43 43	GP: gp@kuleuven.be Psychologist: psy@kuleuven.be
DISABILITY OFFICE		016 32 44 26	disability@kuleuven.be
RELIGION AND PHILOSOPHICAL DIVERSITY CONTACT POINT		016 32 95 49	reldiv@kuleuven.be

ADMISSIONS

KU LEUVEN	Admissions Naamsestraat 22 3000 Leuven	016 37 98 84	admissions@kuleuven.be
UC LEUVEN -LIMBURG	Admissions Geldenaaksebaan 335, 3001 Heverlee	016 37 57 00	admissions@ucll.be
LUCA SCHOOL OF ARTS - CAMPUS LEMMENS	Hanne De Nef, International Coordinator	024 47 15 57	hanne.denef@luca-arts.be

FOR STAFF

HR DEPARTMENT

KU LEUVEN	Parijsstraat 72b	telephone number of your HR adviser can be found in your KU-Loket (see p. 57)	hr-international@kuleuven.be
UC LEUVEN-LIMBURG			international@ucll.be
LUCA SCHOOL OF ARTS - CAMPUS LEMMENS			katrien.declerck@luca-arts.be

FOR ALL STUDENTS

ONLY FOR STUDENTS OF ARTS - CAMPUS LEMMENS:

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Who are we?

- 1.1 ID of the Institutions
- 1.2 Map of Leuven
- 1.3 Academic calendar
- 1.4 KU Leuven Associations



ID OF THE INSTITUTIONS

KU Leuven

- Founded in 1425 and oldest university in the Low Countries.
- Start of courses in Dutch in 1911.
- 1970 split of the original alma mater into Katholieke Universiteit Leuven and Université Catholique de Louvain (moved to Louvain-la-Neuve).
- Its hospitality and academic excellence have attracted men and women from all corners of the world.
- High standards of education and research.
- International university with 18% of its student body coming from abroad.
- 15 faculties, subdivided into three groups (Humanities Group, Science, Engineering and Technology Group and the Biomedical Group).

- KU Leuven is currently ranked 48th in the Times Higher Education World Rankings (2019) and was named Europe's most innovative university three years in a row (2016, 2017, 2018).
- Extensive student services.
- Number of students 2017–2018:
 - 44 887 students in Leuven and 13 549 students at its campuses in 10 Belgian cities, including Brussels, Ghent and Antwerp.
- International students: 10 579.
- Academic staff: 8 354.
- Administrative staff: 4 021.
- International staff: 2 792.
- University Hospital staff: 9 620. [1]

UC Leuven-Limburg

- One of the major universities of applied sciences in Flanders, since a merger between KHLeuven, KHLim and Group T in 2013. Its students are referred to as the 'Moving Minds': bringing ideas into action.
- 5 Faculties: Management, Technology, Teacher Education, Health and Social Work, operating on 4 campuses in and around the >

[1] KU LEUVEN

Oude Markt 13/5005
3000 Leuven
T 016 32 40 10
www.kuleuven.be/english
<https://www.facebook.com/KULeuven>



[2] UC LEUVEN-LIMBURG

Proximus Campus
International Office
Geldenaaksebaan 335
3001 Heverlee
T 016 375 700
international@ucll.be
www.ucll.be/international
<https://www.facebook.com/UCLeuvenLimburg>
International Office

[3] LUCA SCHOOL OF ARTS

— CAMPUS LEMMENS
LEUVEN

Lemmensberg 3
3000 Leuven
T 02 447 15 00
Info.lemmens@luca-arts.be
www.luca-arts.be
<https://www.facebook.com/LUCA.School.of.Arts>
<https://www.facebook.com/LUCA.Muziek-Campus.Lemmens>

[4] STAD LEUVEN

Professor Van
Overstraetenplein 1
3000 Leuven
T 016 27 20 00
secretariaat@leuven.be



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- city of Leuven, in addition to the Limburg campuses.
- Bachelor's degree courses in business management, office management, technology, industrial sciences, teacher education, health care, and social and community work.
- Advanced bachelor's programmes, postgraduate certificate programmes and other continuing education programmes. Four types of programmes in English: exchange programmes, short programmes, bachelor's degree programmes in Business Management (Marketing (BBM) and –Marketing across Europe (BME)) and Advanced bachelor's programmes in management and education.
- Number of students: 14 000
- Number of staff: 1 500.
- Mission: UC Leuven-Limburg is a quality-minded institution offering higher education, research and community services and educates its students to become inspiring professionals, broad-minded world citizens and strong personalities who contribute to a sustainable and just society. [2]

LUCA School of Arts – Campus Lemmens Leuven

- Founded in 1879.
- 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/Voice, Jazz
 - Bachelor/Master in Drama
- After obtaining the master's degree, students can opt to specialise in a particular discipline (ManaMa).
- In 2012 the Lemmens-instituut became a member of LUCA School of Arts as campus Lemmens Leuven. LUCA School of Arts joins Art Faculties on different locations in Leuven, Ghent, Genk and Brussels: Music and Drama, Architecture & Construction, Arts, Interior Design, Design, Film & Photography
- Number of students: 510.
- International students: 86.
- Staff: 80.
- Situated in a large park area overlooking the Gasthuisberg university hospital.
- The institute's facilities include concert halls, theatres, a ballet studios,

multimedia rooms, a library and a number of rehearsal studios. The institute holds concerts, introductions to concerts, masterclasses, special projects which involve the preparation and performance of musical masterpieces, choirs and orchestras, specialised student ensembles for classical and contemporary music, chamber orchestras and big band. [3]

City of Leuven

- First mentioned in 884 as Luvanum.
- Capital of the province Flemish Brabant.
- More than 100 000 inhabitants, named 'Pietermannen' after the oldest parish St- Peter's.
- 5 communities: Leuven, Heverlee, Kessel-Lo, Wilsele and Wijgmaal.
- Its population has a high average level of education, due to the presence of the institutions of higher education.
- Employment is primarily in the tertiary and quaternary sectors.
- Large employers: University Hospital and Inbev (beer brewery).
- Mayor: Mohamed Ridouani.
- Alderman responsible for



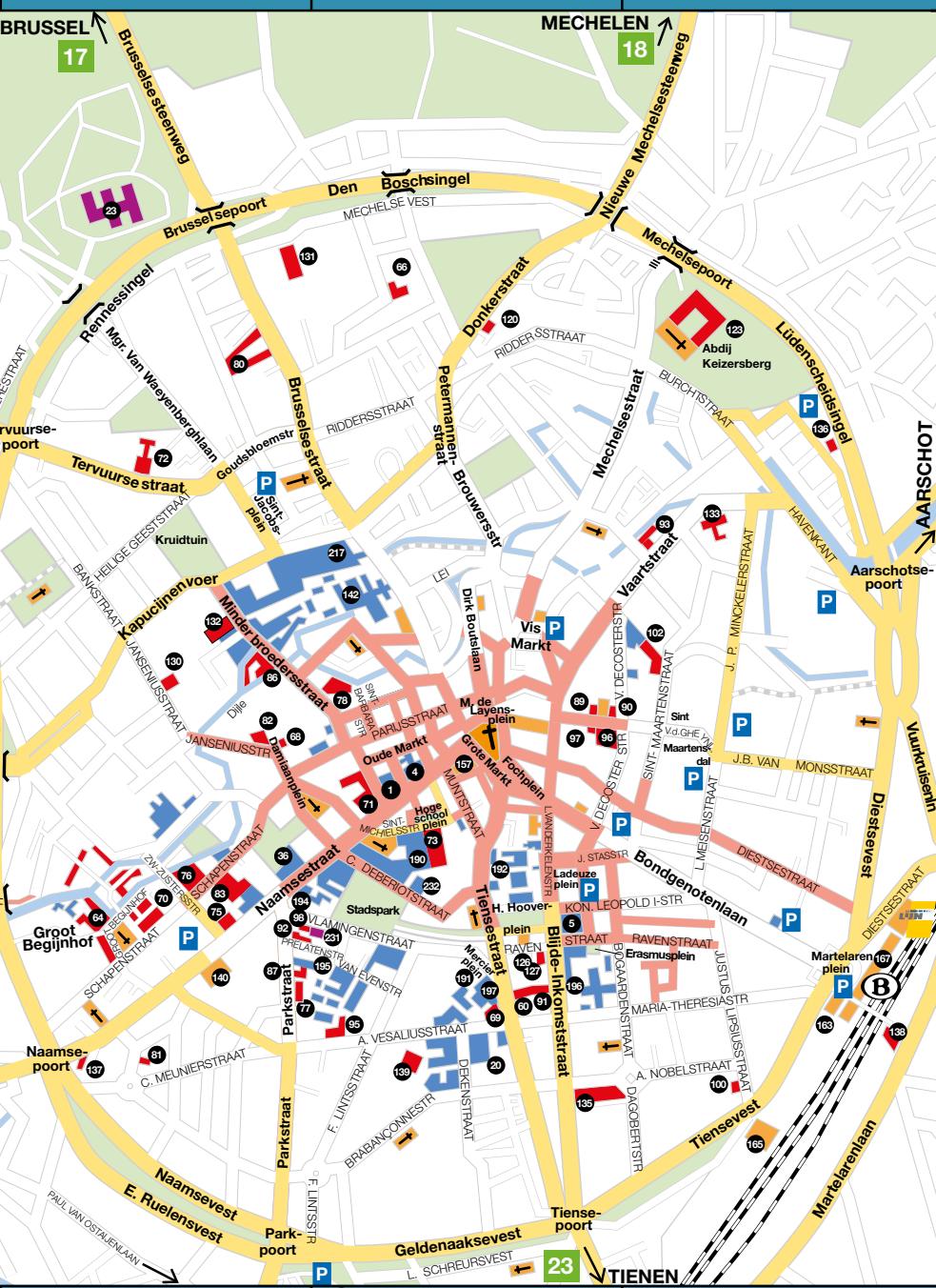
EDITIE 2019

A

B

C

NAMEN



D 79 25

158

E

23 TIENEN

F

STUDENT SERVICES

- Advisors housing culture, environment and mobility D3 76
Zwartzusterstraat 2, 3000 Leuven
- Service for students with a disability - Religion & Philosophical Diversity contact point - Housing service - Student Employment Service - Assisted Living accommodation - Student Health Centre - Residence management - Social Service - Legal Service - Study advice service Van Dalecollege, Naamsestraat 80, 3000 Leuven
- Residence management reception desk Heverlee C3 94
De Waag, Studentenwijk Arenberg 10, 3001 Heverlee
- Residence management reception desk Leuven D3 36
Van Dalecollege, Naamsestraat 80, 3000 Leuven
- Intercultural Meeting Centre Pangaea E4 95
Vesaliusstraat 34, 3000 Leuven

RESIDENCES KU LEUVEN

- Amerikaans College D3 75
Naamsestraat 100, 3000 Leuven
- Camilo Torres D2 80
Brusselsestraat 165, 3000 Leuven
- Copal D2 72
Tervuursestraat 56, 3000 Leuven
- De Snek E1 66
Noormannenstraat 68, 3000 Leuven
- De Vesten C3 99
Tervuursevest 107, 3001 Heverlee
- De Viking E1 66
Noormannenstraat 68, 3000 Leuven
- Don-Boscopeda D4 79
Van Ostaijenlaan 21, 3001 Heverlee
- Dondeynehuis D2 72
Tervuursestraat 56, 3000 Leuven
- Edith Stein D4 81
Van Belstraat 6, 3000 Leuven
- Father Damian Community D3 82
Damaanplein 9, 3000 Leuven
- Groot Begijnhof D3 70
Groot Begijnhof 94-95, 3000 Leuven
- Heilige-Geestcollege E3 71
Naamsestraat 40, 3000 Leuven
- Holleberg D3 83
Schapenstraat 37, 3000 Leuven
- Home Vesalius E4 95
Vesaliusstraat 34, 3000 Leuven
- Johannes XXIII F4 100
Tervuursevest 141, 3001 Heverlee
- Junior House D3 86
Lipiusstraat 58, 3000 Leuven
- Justus Lipsiuscollege D3 68
Minderbroedersstraat 15, 3000 Leuven
- J.L. Vives International Residence E4 69
Damaanplein 10, 3000 Leuven
- Leo XIII-seminarie D3 76
Tiensestraat 112, 3000 Leuven
- Loyola International Nachbahr Huis E3 96
Schapenstraat 80, 3000 Leuven
- Meisjescentrum D4 87
Vital Decosterstraat 47, 3000 Leuven
- Parkstraat 29, 3000 Leuven E3 73
- Paus Adriaan VI-college C3 88
Hogeschoolplein 3, 3000 Leuven
- Pius X-college D1 131
Tervuursevest 103, 3001 Heverlee
- Residence de La Salle D4 77
Mechelsevest 6, 3000 Leuven
- Residence Herman Servotte E3 78
Parkstraat 39-41, 3000 Leuven
- Residence Mgr. Cruysberghs D4 77
Minderbroedersstraat 6, 3000 Leuven

RESIDENCE Rega

- Residence Rega Sint-Maartenstraat 55d, 3000 Leuven
- Residence Wisteria Sint-Jansbergsesteenweg 101, 3001 Heverlee
- Rijsschoolstraat 6, 3000 Leuven
- Rijsschoolstraat 17, 3000 Leuven
- Rijsschoolstraat 25, 3000 Leuven
- Romero I Blijde Inkomststraat 32, 3000 Leuven
- Romero II Tienestraat 115, 3000 Leuven
- Sedes Parkstraat Parkstraat 23, 3000 Leuven
- Sedes Vlamingenstraat Vlamingenstraat 87, 3000 Leuven
- Sint-Catharina Sluisstraat 2, 3000 Leuven
- Studax Martelarenlaan 40, 3000 Leuven
- Studenthouses University Parish Tienestraat 124, 3000 Leuven
- Studentresidence Groenveld Celestijnenlaan 78-78-80-82, 3001 Heverlee
- Studentenwijk Arenberg Studentenwijk Arenberg 2-25, 3001 Heverlee
- Zwartzustersklooster Schapenstraat 80, 3000 Leuven

PRIVATE RESIDENCES

- #94 D2 72
Vaartstraat 94, 3000 Leuven
- Campus Artemis D4 134
Groenstraat 264, 3001 Heverlee
- Goede Herder Leuven (GHL) D2 132
Minderbroedersstraat 21, 3000 Leuven
- Horne Thomas Morus C3 119
Tervuursevest 115-116-117, 3001 Heverlee
- La Marbrerie D4 137
Naamsestraat 183, 3000 Leuven
- Regina Mundi Leuven (RML) D3 130
Janseniusstraat 38, 3000 Leuven
- Residence Flamingo E3 126
Ravenstraat 28, 3000 Leuven
- Residence Thomas Morus C3 119
Tervuursevest 115-117-119, 3001 Heverlee
- Studenten Concentratie Keizersberg F1-F2 123
Mechelsestraat 202, 3000 Leuven
- Studentenhuis Lerkeveld B4 128
Waversebaan 220, 3001 Heverlee
- Studentenhuis Magnolia E3 127
Blijde Inkomststraat 28, 3000 Leuven
- Studentresidence De Kotstones C4 121
Hooversdreef 21, 3001 Heverlee
- Studentresidence Jan Pieter Minckelers C4 129
Sint-Lambertusstraat 2, 3001 Heverlee
- The Flint D3 76
Vesaliusstraat 45c, 3000 Leuven
- The Village E4 135
Blijde Inkomststraat 81, 3000 Leuven
- Mathildegang 16, 3000 Leuven
- Burgermeesterstraat 32-46-50, 3000 Leuven

GUESTHOUSING

- De Viking E1 66
Noormannenstraat 68, 3000 Leuven
- Youth Hostel De Blauwput F3 47
Martelarenlaan 11A, 3010 Leuven
- Leuven City Hostel F3 48
Ravenstraat 37, 3000 Leuven
- Residence Herman Servotte D4 77
Parkstraat 39-41, 3000 Leuven

KU LEUVEN UNIVERSITY SERVICES

- University Administration and Central Services
Krakenstraat 3, 3000 Leuven
- Rectoral offices
Naamsestraat 22, 3000 Leuven
- Central Library
Ladeuzeplein 21, 3000 Leuven
- ICTS - The Central IT Office
de Croylaan 52b, 3001 Heverlee
- Admissions Office
Atrechtcollege, Naamsestraat 63, 3000 Leuven
- University Reception Desk & KU Leuven Shop
Naamsestraat 22, 3000 Leuven
- Registrar's Office
Naamsestraat 22, 3000 Leuven

KU LEUVEN FACULTIES AND INSTITUTES

- Faculty of Canon Law
Sint-Michielsstraat 6, 3000 Leuven
- Faculty of Kinesiology and Rehabilitation Science (FaBeR)
Tervuursevest 101, 3001 Heverlee
- Faculty of Bioscience Engineering
Kasteelpark Arenberg 20, 3001 Heverlee
- Faculty of Business and Economics
Naamsestraat 69, 3000 Leuven
- Faculty of Pharmaceutical Sciences
Onderwijs en Navorsing 2, Herestraat 49, 3000 Leuven
- Faculty of Medicine
Onderwijs en Navorsing 2, Herestraat 49, 3000 Leuven
- Faculty of Engineering Technology, Campus Group T
Andreas Vesaliusstraat 13, 3000 Leuven
- Faculty of Engineering Science
Kasteelpark Arenberg 1, 3001 Heverlee
- Faculty of Arts
Blijde Inkomststraat 21, 3000 Leuven
- Faculty of Psychology and Educational Sciences
Tienenstraat 102, 3000 Leuven
- Faculty of Law
Tienenstraat 41, 3000 Leuven
- Faculty of Social Sciences
Parkstraat 45, 3000 Leuven
- Faculty of Theology and Religious Studies
Sint-Michielsstraat 4, 3000 Leuven
- Faculty of Science
Geel Huis, Kasteelpark Arenberg 11, 3001 Heverlee
- Institute of Philosophy
Mercierplein 2, 3000 Leuven
- Leuven Language Institute
Dekenstraat 6, 3000 Leuven

UNIVERSITY RESTAURANTS

- Alma I
Tienenstraat 115, 3000 Leuven
- Alma II
Van Evenstraat 2c, 3000 Leuven
- Alma III
Studentenwijk Arenberg 1, 3001 Heverlee
- Alma ESAT2
Kasteelpark Arenberg 10, 3001 Heverlee
- Alma Groep T
Andreas Vesaliusstraat 13, 3000 Leuven
- Alma De Moete
Celestijnenlaan 200P, 3001 Heverlee
- De Spuye, kantine Universitair Sportcentrum
Tervuursevest 101, 3001 Heverlee
- Alma Het Academisch Kwartier
Tienenstraat 41, 3000 Leuven
- Faculty Club
Groot Begijnhof 14, 3000 Leuven

- Alma Gasthuisberg
Herestraat 49, 3000 Leuven
- Alma Pauscollege
Hogeschoolplein 3, 3000 Leuven

C1 216

E3 73

UNIVERSITY COLLEGES IN LEUVEN

- UC Leuven-Limburg, Faculty of Management and Technology
Geldenaaksebaan 335, 3001 Heverlee
- UC Leuven-Limburg, Faculty of Teacher Education
Hertogstraat 178, 3001 Heverlee
- UC Leuven-Limburg, Faculty of Health
Herestraat 49, 3000 Leuven
- UC Leuven Limburg, Faculty of Social Work
Groeneweg 151, 3001 Heverlee
- LUCA School of Arts, campus Lemmens
Lemmensberg 3, 3000 Leuven
- Vlerick Business School, Campus Leuven
Vlaamingenstraat 83, 3000 Leuven

C4 25

C4 25-26

C1 27

B1 28

D1 23

E3 231

E3 192

C3 222

B4 213

D3 194

C1 215

C1 215

E4 20

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E4 224

E4 60

E4 195

C3 2

B4 199

E4 20

B3 62

C3 63

E3 192

D3 64

HOSPITALS

- Regional Hospital H. Hart Leuven
Naamsestraat 105, 3000 Leuven
- University Hospital Gasthuisberg
Herestraat 49, 3000 Leuven
- University Hospital Sint-Pieter
Brusselsestraat 69, 3000 Leuven
- University Hospital Sint-Rafaël
Kapucijnenvoer 33, 3000 Leuven

D4 140

C1 216

E2 142

E2 217

PUBLIC SERVICES

- Fire Department
Terbankstraat 20, 3001 Heverlee
- Immigration and Visa Services (Stadskantoor)
Van Overstraetenplein 1, 3000 Leuven
- Fietspunt-Leuven station
Van Overstraetenplein 1/001, 3000 Leuven
- Leuven Police Department
Grote Markt 8, 3000 Leuven
- Local and Federal Police
Philippsite 4, 3001 Heverlee
- Town Hall
Grote Markt 9, 3000 Leuven
- Leuven Train Station
Martelarenplein 16, 3000 Leuven
- STUK Arts centre
Naamsestraat 96, 3000 Leuven
- VELO
Hollestraat 1, 3001 Heverlee
- CM Health Insurance
Leopold I-straat 34, 3000 Leuven

B1 153

F4 163

F4 163

E3 157

E4 158

E3 157

F4 167

D3 43

C3 181

F3 365

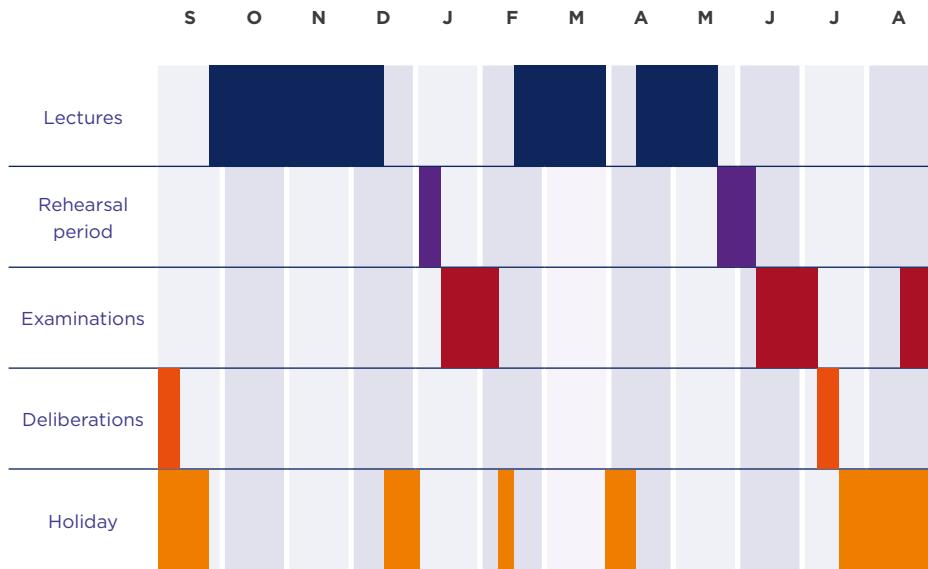
PARKING IN LEUVEN

KU Leuven parkings are open to visitors for events and activities (such as information fairs) planned in the area. Please consult the website of the specific event for parking opportunities.

- Periphery parking (free)
Parking Bodart, Tervuursevest 165 pl. C3
Sport Centre (Stade), Tervuursevest 100 pl. C3
Tervuursevest near viaduct 55 pl. C3-D3
- Periphery parking (paid)
Parking Philippsite 1245 pl. D4
Parking Station Leuven, Martelarenplein 385 pl. F4

GOOD TO KNOW

All parts of the city within 'the ring' road around the city centre are a 'blue zone'. In this zone, parking on the street is limited and regulated. The city centre is difficult to access by car due to circulation loops and one-way streets. Take care to select the correct route to your desired parking lot.



ACADEMIC CALENDAR

- KU Leuven:
www.kuleuven.be/about/calendars/
- UC Leuven-Limburg:
www.ucll.be/international/about/academic-information/academic-calendar
- LUCA School of Arts – Campus Lemmens Leuven:
www.luca-arts.be/academische-kalender

KU LEUVEN ASSOCIATION

You will notice that the institutions work together for a lot of services. This is due to the KU Leuven Association. The KU Leuven Association is an open and dynamic network linking university colleges across Flanders and Brussels with the KU Leuven. Together, they hold a prominent and influential position in Flemish and European Higher Education. The Association members strengthen each other by exchanging expertise and pooling resources, which enables them to improve the quality of their teaching and research.

associatie.kuleuven.be/eng



Opening ceremony academic year

© Rob Stevens



2

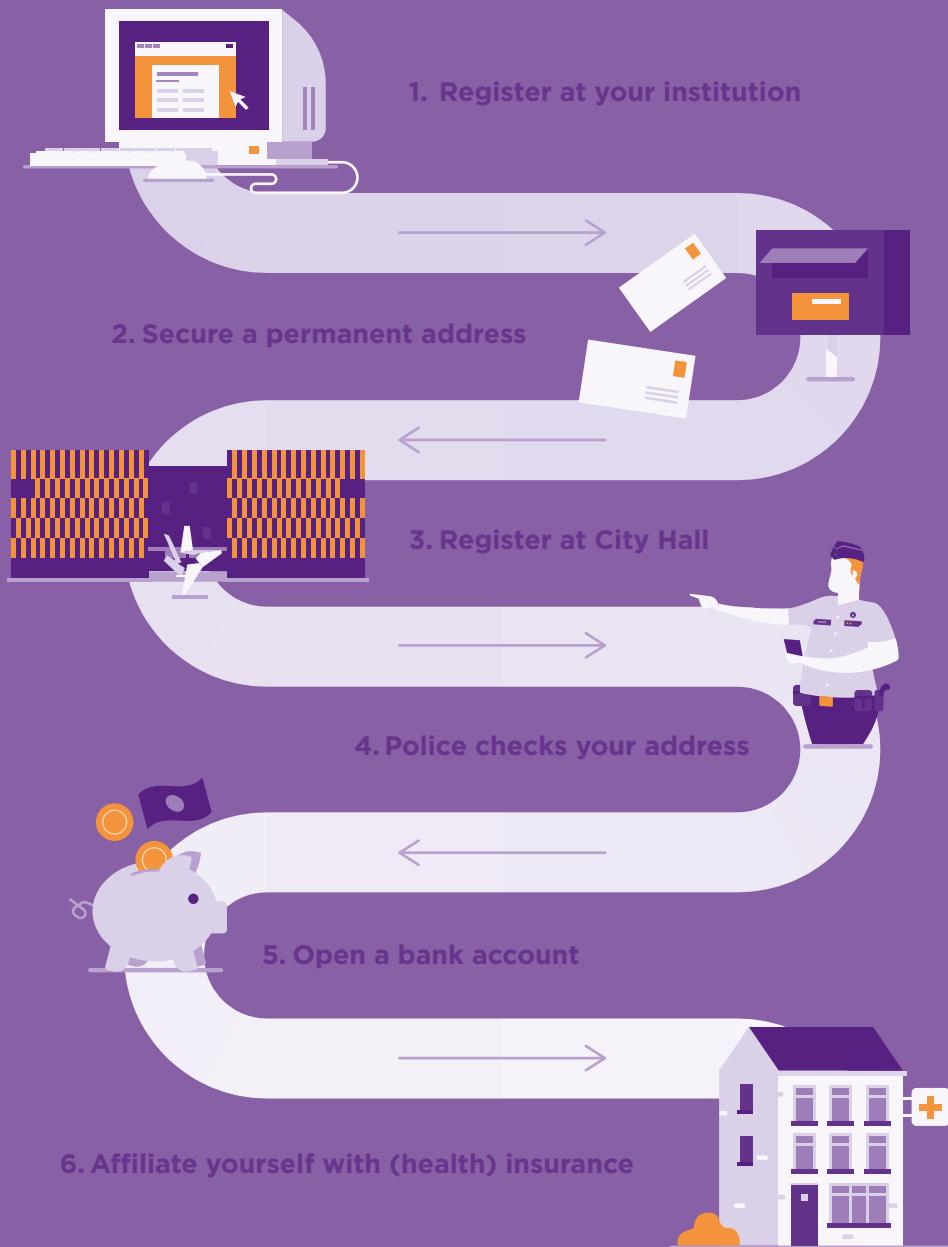
First week to do's

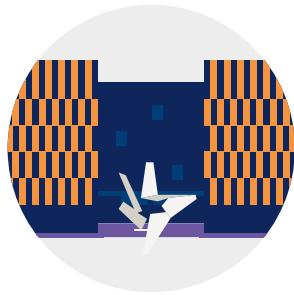
- 2.1 Accommodation
- 2.2 Insurances
- 2.3 Registration City Hall
- 2.4 Money matters

FOR STUDENTS



FOR STAFF





ACCOMMO-DATION

Housing market in Leuven

SITUATION

The Leuven housing market has a strong focus on the accommodation of individual students. This means there is a large offer of individual student rooms, often in converted family homes where the landlord is a private person who owns one or two student houses, or in purpose-built student housing managed by a private company. Different from institutions of higher education in other countries, the Leuven institutions only accommodate a small percentage of affiliated students and staff in university residence halls. The majority of students and staff will need to find housing on the private market.

This means your search for housing in Leuven will be very much determined by your personal situation. Are you a student or a staff



© KU Leuven – Rob Stevens

member? Will you be staying in Leuven alone or with your family? Below, you can find more information on how to organise your search accordingly.

PRICES

Depending on your situation and the comfort level, prices of accommodation are: see table.

These prices do not cover all the costs. Depending on the type of contract there might be supplementary expenses for heating, electricity, water, telecommunications

PRICE PER MONTH

room

room with en suite facilities

double room (double occupancy)

studio (1 person)

appartement (1 person)

house

and city taxes (see p. 27). All other costs need to be included in the price according to the new Flemish Rental Decree.

Looking for housing as a student

If you arrive in Leuven and haven't found housing yet, you should go to the KU Leuven Housing Service immediately with your admission letter. This service assists all students enrolled in an institution of higher education in Leuven.

- A Housing Officer will provide you with the most up-to-date information on the student housing market and will guide you through the procedure to find permanent housing.
- A limited number of computers and telephones is available to search for housing and contact landlords.
- During the summer months a student employee is at hand to help you contact landlords (in Dutch).

Most students will find their new home in Leuven within a week.

KOTLABEL IN SIGHT? THIS KOT IS ALL RIGHT!

Last year Leuven introduced the 'KotLabel'. All rooms carrying this label meet the proper standards in regard with quality of living, fire safety, quality of the contract and student-friendliness. You can recognise certified residence halls and houses by the blue or green 'Kotlabel' at the front of the building. This way, you can see if you are safe. You can find the offer of 'Kotlabeled' rooms in the Kotwijs database.

KOTWIJS: ONLINE DATABASE

We recommend that you look for housing via Kotwijs, the online housing database from the KU Leuven Housing Service. Kotwijs comprises a large offer of private

rental accommodation for a full academic year and for a shorter period. Addresses listed in Kotwijs come from reliable landlords and the database is constantly updated. 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 data. After performing a search via Kotwijs, it is recommended that you view the rooms as quickly as possible.

www.kotwijs.be

UNIVERSITY RESIDENCE HALLS

There are rooms, studios and apartments available for international students in KU Leuven residence halls. For more information on conditions and application procedure, contact KU Leuven Housing Service and/or check the website.

www.kuleuven.be/residencehalls

STUDENTS WITH CHILDREN

The university does not provide guestroom facilities for families with children and the offer on the private housing market is limited. For this reason, you should always plan to arrive in Leuven alone at first and bring your families to Belgium later, after suitable permanent accommodation has been found.

>



low	average	high
€ 250	€ 370	€ 550
€ 350	€ 485	€ 650
€ 350	€ 500	€ 700
€ 700 - € 900		
€ 900 - € 1500		

WHAT TO DO IN CASE OF PROBLEMS?

You can turn to the Housing Service for:

- Translation or interpretation of your rental contract or any other document related to your rental accommodation.
- Information about fire safety regulations in student housing.
- Mediation between you and your landlord in case of a conflict.
- Any housing question or problem. [1]

Looking for housing as a staff member

As a staff member, you are expected to find housing on your own, there is no housing service for staff members. Some basic information is available on the website of your institution.

If you will be staying in Leuven alone and for a short period of time, you can benefit from the student housing market to find a single room or studio with a student contract of maximum 12 months, with the possibility of renewal.

If you prefer more comfort, or if you will be staying for a few years and/or with your family, you will find yourself on the regular rental market looking for an apartment or a house, where rental contracts have a rental term of 3, 6 or 9 years. Where to look:

- Kotwijs database (see p. 25): limited offer of studios, apartments and houses, often student contracts
- Via real estate offices and website. Be careful for scams through internet!

KU Leuven

admin.kuleuven.be/personnel/english_hrdepartment/international_staff/incoming-mobility-arrangements-to-make-before-travelling-to-ku-leuven#section-3

KU Leuven has some housing options for staff, under specific conditions:

- Residence halls Waterview and Rega: www.kuleuven.be/waterview - www.kuleuven.be/residentierega.
- University Residential Area Groot Begijnhof: www.kuleuven.be/grootbegijnhof/welcome.

Practical information on renting

www.kuleuven.be/housing-leuven

THE RENTAL CONTRACT

There are several types of contracts:

- A student contract with a term of 10, 11 or 12 months or a short term: It is advisable to use the KU Leuven modal rental contract, which is recognisable by the logo of KU Leuven. If

- the landlord insists on his own type of contract, please drop by the Housing Service before you sign it.
- A contract with a term of 3, 6 or 9 years, often used for apartments and houses.

Legally, a contract once commenced cannot be terminated before it expires, unless stated otherwise in the contract. It is advised to write down oral promises made by the landlord (e.g. painting the room, renovating the kitchen, etc.) in order to avoid misunderstanding in the future.

THE DEPOSIT

When you conclude a contract, the payment of a deposit is required.

- For rooms: a deposit of one or two months' rent.
- For studios and apartments: deposits generally amount to two months' rent.

The deposit 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. The landlord can charge an extra cost if the keys

were not returned in time and/or the property was not cleaned thoroughly.

Make sure that you:

- Pay the rent until the last month, you cannot deduct the deposit from your rent that is still due.
- When leaving Leuven indefinitely, don't close your bank account before the deposit has been returned to your account.

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.

There are different possibilities:

- 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. 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.
- To pay a fixed monthly or yearly amount for the supplementary expenses.

In this case no calculation will be made at the end of the contract.

- To have an individual contract with the gas, electricity and water companies. In this case the tenant will receive and pay the invoices directly from and to the company. This usually applies for studio's, apartments and houses.

CITY TAX

The city of Leuven levies a tax on the owner of every housing unit in Leuven used as second residence in certain situations. This tax amounts to € 801,50 per second residence per year for 2019. Most landlords stipulate in their contract that they will recover this sum from the tenant.

What does this mean for students and staff members?

- You are staying for more than 90 days and you are registered in the municipal register (with annex 8, 15 or 33): No second-residence tax is due. On the request of the landlord you should hand over the annex as proof of registration.
- You are staying for more than 90 days and you are not registered in the municipal register: A reduced second-residence tax of €96 is due, if you submit

proof of enrolment at an educational institution offering full-time day courses.

- You are staying for less than 90 days: You are obliged to present yourself at City Hall where you receive a declaration of arrival (annex 3 or 3ter). No city tax is due if this document is handed over to the landlord in time.
- All regulations on city tax are only applicable if January 1st is included in the duration of the stay. Not living in Leuven on January 1st, means no city tax.

FIRE INSURANCE

When you rent a property, you are responsible for damage caused by fire, water or an explosion, except in circumstances beyond your control (i.e. "force majeure"). Depending on the rental contract, you have to subscribe to an insurance policy to cover these risks.

- If the tenant's liability is included in the landlord's insurance policy: in the contract the landlord can stipulate that the tenant must pay his/her share in this fire insurance premium. The tenant's personal belongings 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 tenant's liability is not included in the landlord's insurance policy (usually the case for apartments and houses): the tenant needs 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.
- When you rent a room from another student (subletting), you can sign in on a fire insurance policy offered by the KU Leuven that covers your liability towards the landlord and third parties, as well as your personal belongings. This fire insurance policy costs € 25 per year.

INSURANCE

There are different types of insurance for :

- Medical costs:** Coverage by a health insurance policy is required by law. This is not taken care of by the institution. In most cases, you will have to affiliate with a public Belgian health insurance fund .

- Study/work accidents and damage to third parties during student/ work activities:** Through your registration, you are automatically covered for this by your institution.
- Damage to third parties during private life:** This insurance covers the physical and material damage accidentally caused by you or members of your household to others in your private life.

Who can you contact with questions regarding insurances? [2]

- All students:** Insurance Office KU Leuven
- Staff members:** Your local HR adviser or the Insurance Office KU Leuven
KU Leuven: hr-international@kuleuven.be
UC Leuven-Limburg:
international@ucll.be
LUCA School of Arts, campus Lemmens:
katrien.declerck@luca-arts.be

Health Insurance

All residents of Belgium, Belgian nationals or otherwise, are required by law to be covered by a health insurance policy. This is also in your own interest. Without insurance coverage, the costs of medical care can quickly spiral out of control. You have to arrange

affiliation with health insurance on your own, this is not taken care of by your institution.

In most cases, you will have to affiliate yourself with a public Belgian health insurance fund. This fund reimburses an average of 75% of the official tariffs of (Belgian) medical expenses. See p. 72 for more information on reimbursement of medical costs.

DO I NEED TO AFFILIATE MYSELF?

These are general guidelines. The situation might be different depending on your status, in combination with the regulations in your home country. It is best to always check with the health insurance fund in your home country, as well as with the Belgian health insurance >



[1] HOUSING SERVICE KU LEUVEN

Naamsestraat 80
3000 Leuven
T 016 32 44 00
housingservice@kuleuven.be
www.kuleuven.be/
housing-leuven

Weekdays from 2:00 to 5:00 p.m.

In September on weekdays also from 10:00 a.m. to 12:00 noon.

[2] INSURANCE OFFICE KU LEUVEN

Krakenstraat 3/5515
3000 Leuven
T 016 32 40 99
verzekeringen@kuleuven.be
admin.kuleuven.be/sab/vz/en/insurance-office

		Do I need to affiliate myself?	How?
No (steady) Belgian income	Resi- dent of an EEA country	<p>You have a European Health Insurance Card (EHIC) -> You don't need to affiliate yourself.</p> <p>For a long stay: Your EHIC might not cover you for a long stay. Check the regulation in your home country.</p>	With the EHIC, a Belgian health insurance fund will partially reimburse you for essential medical costs based on your receipts (doctor, pharmacist, etc.). E.g. non-urgent dental check-ups might not be included.
No (steady) Belgian income	Resident of a non-EEA country	<p>You don't have an EHIC. -> You need to affiliate with a Belgian health insurance or take out a private insurance for medical costs in Belgium.</p> <p>For a stay less than 3 months: Check if you are covered by the health insurance in your country. If not, you need to take out a private insurance for medical costs in Belgium.</p>	See below.
No (steady) Belgian income	Resident of a non-EEA country	<p>Your country has a bilateral agreement on medical costs with Belgium. (www.kruispuntmi.be, search 'publieke ziekteverzekerings bilateraal akkoord') -> You don't need to affiliate yourself, if your stay in Belgium does not exceed the period foreseen in the agreement. You keep your affiliation with a health insurance in your home country.</p>	<p>You need a special document from your health insurance company in your home country before you leave for Belgium.</p> <p>With this document, you can get (partial) reimbursement from a Belgian insurance fund for your costs based on your receipts (doctor, pharmacist, etc.).</p>
A steady Belgian income (= a salary or a scholarship subject to social security)		<p>Your country does not have a bilateral agreement on medical costs with Belgium. -> You need to affiliate with a Belgian health insurance or take out a private insurance for medical costs in Belgium.</p> <p>For a stay less than 3 months: Check if you are covered by the health insurance in your country. If not, you need to take out a private insurance for medical costs in Belgium.</p>	See below.
		You need to affiliate with a Belgian health insurance.	See below.

fund.

In a few cases, such as for certain scholarship students, for people coming in the framework of a particular programme, for people coming for a very short period, coverage is arranged by the institution or included in the programme. Check this with your institution during or prior to enrolment.

HOW CAN I AFFILIATE MYSELF?

You can affiliate yourself with the health insurance fund of your choice. For a list of health insurance funds in Leuven, see p. 32

- **As a student:** you should start your affiliation straight after enrolment.
- **As a staff member:** you have to finish the residency procedure at City Hall first before you can affiliate yourself.
- With family: your partner has to report to the health insurance company in person because she/he must sign the insurance documents personally. If a child is born during your stay in Belgium, you must report this to the health insurance company and submit the

birth certificate, that you will obtain at the City Hall.

The documents you must submit at the health insurance are:

- Your passport.
- **For students:** the certificate of enrolment that you will obtain automatically upon enrolment at your institution in Leuven.
- **For staff:** Your Belgian identity card/residence permit or your temporary document (e.g. annex 15). If applicable: the contract of

	Affiliation Fee	Legal Contribution
Student (not necessarily registered at City Hall)	Min. € 20/quarter	€ 63,12/quarter
No (steady) Belgian income & registered at City Hall	Min. € 20/quarter	Based on your worldwide taxable income, between € 0 - € 744,61/quarter
A steady Belgian income (=salary/scholarship subject to social security e.g. from KU Leuven) & registered at City Hall	Min. € 20/quarter	The legal contribution is automatically deducted from your gross salary or scholarship.
Income outside Belgium & registered at City Hall	Min. € 20/quarter	Based on your worldwide taxable income, between € 0 - € 724,67/quarter People with an income outside of Belgium should consider private insurance, since the cost of Belgian health insurance is proportional to the income and could be higher.

- the employer who is paying your scholarship or salary. Your bank account number.
- With family: the certificate of your family composition (gezinssamenstelling), that you can obtain at City Hall.

For students:

After finishing the procedure at City Hall, you will have to complete your file at the health insurance fund with:

- Your Belgian identity card/residence permit or your temporary document (e.g. annex 15), if applicable.
- Your bank account number.

Depending on your situation, you will pay a different fee: see table p. 30.

For information on the health care system and the reimbursement of medical costs, see chapter 7 'Health'. [3]

Civil liability insurance: coverage by your institution during study/work related activities

Through your enrolment as a student or staff member at your institution, you are insured by your institution for:

- Your own physical damage during study or work related

activities and during the journey to and from these activities, in Belgium as well as abroad.

- Your civil liability (damage to third parties) during study or work related activities, in Belgium as well as abroad.

More information for all institutions:
admin.kuleuven.be/sab/vz/en

Third Party Liability Insurance

Almost all Belgians have a third party liability insurance for private life. This policy compensates the physical and material damage that they, the members of their household or their pets accidentally cause to others in their private life and for which they are legally liable. E.g. when you accidentally knock the side mirror off a parked car while cycling or spill your coffee on the laptop of your friend. The insured party who has his/her normal residence in Belgium and family members (= legal partner and /or child) staying with the insured party at the same address in Belgium will be covered throughout the world. Past experience has shown that the costs associated with damage caused, even in a minor accident, can turn out to be very high. That is why you are strongly advised and in some cases obliged to take this policy.

- All students: your institution provides a third party liability insurance at an advantageous price.

Non-EEA students are obliged to join the institution's third party liability policy upon registration and pay €10 the first year (€5 the subsequent academic years). EEA students are strongly recommended to take this policy upon registration as well.

- Staff members: Staff members can take out this insurance with a bank or private insurance company.

In case of an accident:

- Students: Report your accident as soon as possible to the Insurance Office KU Leuven (see p. 28). This office will file the claim with the relevant insurance company on your behalf and help you to follow up your claim.
- Staff members: Please contact your insurance company immediately.

REGISTRATION CITY HALL

Foreigners Office

All international students and staff are required to register at the Foreigners Office ('Dienst niet-Belgen') of City Hall in Leuven. You cannot start this procedure before you are enrolled at your educational institution. The procedure and necessary documents needed will vary upon your student or staff status, your nationality and length of stay. You need to make an appointment prior to your visit at City Hall. You can make an appointment online. You can also make an appointment through telephone. With questions about this procedure, you can contact:

- KU Leuven:
[Students:](mailto:studentimmigration@kuleuven.be) studentimmigration@kuleuven.be
[Visiting scholars/fellows:](mailto:hr-international@kuleuven.be) hr-international@kuleuven.be
[Visitings:](mailto:visitings@kuleuven.be) visitings@kuleuven.be
[hr-international@kuleuven.be](mailto:Staff members:</u> <a href=)
- UC Leuven-Limburg:
 International Office - international@ucll.be
- LUCA School of Arts - Campus Lemmens Leuven: hanne.denef@luca-arts.be [4]

Check by the police officer

After you have registered at the Foreigners Office at the City Hall, your neighbourhood police officer

will drop by your (Belgian) address to verify that you actually live there. Be sure to clearly put your name on your doorbell or mailbox.

Due to the large number of addresses that need to be checked, there can be a delay of several weeks. In very exceptional cases of a delay of more than 10 weeks, you can get in touch with the police via doelgroepenwerking@politieleuven.be.

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.

If you live in a KU Leuven residence hall, the police will not drop by. They will check that you actually live there via the residence management of KU Leuven.

Belgian identity card/residence permit

The card you receive upon a successful registration 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. To extend the validity of your identity card/residence permit, you should go to the Foreigners Office of your City Hall in person, 15 days

[3] ADDRESSES FOR HEALTH INSURANCE

Christelijke Mutualiteit Leuven (CM)

Leopold I-straat 34
3000 Leuven
T 016 31 49 10
Register online: www.cmleuven.be

Neutral Ziekenfonds Vlaanderen

Vaartstraat 56/1
3000 Leuven
T 016 30 16 43

Socialistische Mutualiteit

Mechelsestraat 70
3000 Leuven
T 016 22 57 04

Liberale Mutualiteit van Brabant

Vital Decosterstraat 84
3000 Leuven
T 016 47 25 41

Vlaams en Neutral Ziekenfonds

Vital Decosterstraat 83
3000 Leuven
T 016 85 29 20

Securex

Tiensevest 58
3000 Leuven
T 016 38 86 11

Partena Onafhankelijk Ziekenfonds

Naamsestraat 102
3000 Leuven
T 016 22 34 24

Hulpkas voor Ziekte- en Invaliditeitsverzekering

Brouwersstraat 1B/002
3000 Leuven
T 016 20 80 79

[4] FOREIGNERS OFFICE

Professor Van Overstraetenplein 1
3000 Leuven
T 016 27 21 94
online appointment via afspraak.leuven.be/services#

For appointment by phone:

T 016 27 28 29 every working day between 9-12.30 and 1.30-4.30 p.m.

at the latest before the expiry date of your identity card. Non-EEA students will have to present a new proof of enrolment, a proof of solvency, a study progress form and a copy of their transcript. Not attending exams without a valid reason can effect in a refusal of the extension of your residence permit. Non-EEA staff members, depending on their staff status, will be asked to submit either a new hosting agreement or a new work permit.

If you lose your identity card/residence permit, you must report this in person at the local police station 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 of your identity card/residence permit.

Change of address

Every time you change your address, you must report your new address within eight days to the City Hall of your place of residence. If you are moving to another town or city in Belgium, you must report to the Foreigners Office of the City Hall of your new place of residence. You are likewise required to inform your institution, and other relevant offices of your change of address.

MONEY MATTERS

Opening a bank account

Branches of the principal Belgian and international banks can be found in all Belgian cities. Among the best known Belgian banks are ING, KBC, Belfius, BNP Paribas Fortis, Argenta and Citibank. A bank account can only be opened after arrival in Belgium. The procedure on how to open a bank account can differ from bank to bank.

- After opening a bank account, you receive a debit card, which needs to be signed and activated by choosing and confirming a personal "PIN code".
- You will have to pay a monthly fee that includes all the standard services. For a

small fee to cover postage, your banks will send your transaction statements to your home address. The easiest way of obtaining account statements is to print them out at a "selfbanking" terminal, this is free.

- Withdrawals in dollars or traveller's checks need to be ordered some days in advance.

Payment by bank transfer is a very common method of paying bills in Belgium. Most banks provide online Home-Banking options. It is advisable to arrange standing orders with the bank ('domiciliëring') for recurring payments such as rent, gas, electricity, water or telephone bills. Since the payments are made automatically, you cannot forget, even if you are away for a period of time.



>

Living Cost

Yearly study costs for students:

Tuition fee	Check the website of your institution.
Study materials (books, course materials, print costs, study related trips, costs for practicals,...)	Average of €500 Depending on your programme, costs can be higher.
Computer/laptop	KU Leuven and LUCA Lemmens: Possibility to rent €125 (deposit) + € 170 (rent for one year) (cheapest model)

Housing costs

	Single (furnished room)	With partner (1 bedroom apartment, unfurnished)
Rent deposit (obligatory upon arrival)	€ 360 – € 720 (one or two months' rent)	€ 700 - € 1800 (one or two months' rent)
Room amenities: mattress bedding and linen	Min. € 60 (optional) Min. € 40	Min. € 100 Min. € 70 Purchase of furniture: see Spit p. 37
Monthly rent	€ 360 (utility cost included*)	€ 700 – € 900 (utility cost not included: € 90 – € 180)
Monthly Internet cost	included in rent	Min. € 50

*Utility costs: electricity, heating, water, internet, fire insurance, taxes, communal costs etc. Not included: insurance of your belongings (in case of fire, water damage etc.)

Yearly Living Costs

	Single	With partner
Health insurance (obligatory)	See p. 30 for fee depending on your situation.	Dependent partners do not pay additional charge, if your partner has an income he/she will have to affiliate as well.
Third Party Liability insurance (highly recommended, obligatory for non-EEA students)	Students: € 10 (€ 5 for the subsequent academic years) Staff: rate of private insurance policy	Family members are covered as well.
Bicycle rent at Velo (optional)	Students: € 70 (deposit) + € 70 (rent for 1 year) Staff: € 70 (deposit) + € 105 (rent for 1 year)	€ 70 (deposit) + € 105 (rent for 1 year)
Buss Pass (optional)	Only for students: € 25 – € 30	Lijn Card for 10 trips: € 16 1 year Lijn Omnipas: € 314
Sports card (optional)	Students: € 23 Staff: € 40	100 €
With extra fitness card	Students: € 95 Staff KU Leuven: € 155 Staff Association: € 300	€ 300
Culture card (optional)	Only for students: € 20	NA

Monthly Living Costs

	Single	With partner
Monthly living costs (food, personal hygiene, clothing, health, phone and ICT, leisure)	Min. € 400	Min. € 650
Monthly rent	See above	See above

What does it cost?

Doctors visit during office hours (GP)	€ 24.48 (partially refunded by health insurance)
Dental check-up (without additional treatment)	€ 62 (partially refunded by health insurance)
Aspirin (36 tablets, 500 mg)	€ 9
Train ticket Leuven-Brussels (2-ways)	€ 11
Loaf of bread	€ 2,20
Tomato 1 kg	€ 2,50
Banana 1 kg	€ 2,65
Rice 1 kg	€ 1,80
Milk 1 l	€ 0,65
Bottle of shampoo/shower gel 25cl	€ 2,50
Coffee/soft drink/regular beer (25cl) in café	€ 2,30
Coffee/soft drink/ regular beer in faculty bar (fakbar)	€ 1 – € 1,20
Hot meal in university restaurant Alma	€ 3,40 – € 6,10
Club Sandwich	€ 3
Hot meal in brasserie	€ 15
1 Pair of jeans (Levis 501 or similar)	€ 80
Cinema ticket	€ 8 – € 13
Book (fiction, non-fiction, course related)	Min € 25
Photocopy A4 recto (in KU Leuven libraries)	
B/W	€ 0,05
colour	€ 0,15

3

Living

- 3.1 Housekeeping
- 3.2 Shopping
- 3.3 Eating
- 3.4 Working as a student employee
- 3.5 Taxes and tax form



HOUSE-KEEPING

www.kuleuven.be/housekeepingtips

Sorting waste

In Leuven, waste needs to be sorted in a system with 8 different fractions. The less you sort your fractions, the more expensive it will be. You can reduce your waste by buying products with less packaging, by using glass instead of plastic bottles etc.

Every fraction has a specific pick-up day and needs to be put in front of the house or residence between 6:00 and 7:00 am on collection mornings. The waste collection calendar, provided by the City of Leuven, shows the different pick-up days.

Wrongfully sorting or not respecting the pick-up days will be fined and can cost you up to € 250. Check the fractions and pick-up days on the waste calendar or use the recycle app. The official bags for waste collection can be bought in most supermarkets and in Leuven City Hall. [1]



PMD © Post Plus

www.leuven.be/afval-containerpark

(Dutch)

www.kuleuven.be/wastecalendar

(English)

www.ophaalkalender.be (app)

Fraction	What	Bag/Container	Not Allowed!	Price*
PAPER AND CARDBOARD AT YOUR DOOR			Pizza delivery boxes Bread bags Paper with foil	Free
GLASS IN TOWN			Light bulbs Flat glass (e.g. broken window) ceramics	Free
ORGANIC WASTE =GFT AT YOUR DOOR			Bones (e.g. chicken) Clams Soil	€ 10 / 10 large bags € 5 / 10 small bags
PLASTIC BOTTLES, METAL PACKAGING AND DRINK CARTONS =PMD AT YOUR DOOR			All other plastics (see pink bag) Aluminum foil Cans/bottles that contain dangerous substances	€ 3 / 20 large bags
SOFT PLASTICS AT YOUR DOOR			All PMD	€ 2,50 / 10 large bags
REGULAR WASTE AT YOUR DOOR	All other household waste		All KGA = small dangerous waste	€ 22.50 / 10 large bags € 11.25 / 10 small bags

Fraction	What	Bag/Container	Not Allowed!	Price*
SMALL DANGEROUS WASTE =KGA AT RECYCLING CENTRE	 A photograph showing a yellow paint can with a white lid, a large plastic bottle of oil, and two broken light bulbs.	 A photograph of a recycling facility with several large blue and red shipping containers.		Free
LARGE DOMESTIC WASTE AT RECYCLING CENTRE	 A photograph of a large pile of discarded furniture, including a pink sofa and a brown chair.	 A photograph of a collection site with a blue trash bin and a red and white striped barrier.	If you have furniture, electric appliances or textiles that are still functional/in good condition, bring them to Spit, the collecting centre for reuse of household items.	Fee depending on kind of waste and volume. Pick-up at your residence possible starting at € 25
TEXTILES IN TOWN	 A photograph of a large pile of discarded clothing items.	 A photograph of a green metal container labeled "TEXTIEL" with instructions for textile collection.	Free pick-up at your residence for large items is possible. See p. 42	Free

Recycling Centre

Every city has one or more recycling centres where inhabitants can bring their large domestic waste, small dangerous waste and other specific waste fractions such as construction debris, wood etc. In the Leuven area, there are three recycling centres, called EcoWerf. You can only access the recycling centre with your electronic ID-card or with a temporary access card (to be applied for at the Sanitation Department). Small dangerous waste and old electronic appliances

can be brought in for free. For all other waste you will need to pay a fee depending on the kind of waste and the volume. Pick-up at your residence is possible under certain conditions. [2]

www.leuven.be/containerparken

www.ecowerf.be

Responsible energy use

We encourage everyone to consume energy and water in a sustainable way. Reducing your consumption, doesn't need to reduce your comfort. What can you do?



[1] KU LEUVEN SUSTAINABILITY UNIT

For advice on waste prevention and selection, responsible energy and water use, sustainable transportation

Zwartzustersstraat 2/5006
3000 Leuven
T 016 32 93 02
duurzaamheid@kuleuven.be

[2] ECOWERF LEUVEN (RECYCLING CENTRES)

Diestsesteenweg 504
3010 Kessel-Lo
Aarschotsesteenweg 210
3012 Wilsle
Grauwmeer
3001 Heverlee

STADSREINIGING (SANITATION DEPARTMENT)
Aarschotsesteenweg 68
3012 Leuven
T 016 29 61 14
reinigingsdienst@leuven.be

Monday to Friday from 07:00 a.m. to 3:00 p.m.

[3] GREEN OFFICE FOR KU LEUVEN

Zwartzustersstraat 2
3000 Leuven
greenoffice@kuleuven.be
www.greenofficeforkuleuven.be

- Turn off the lights when you are the last person to leave a room.
- Turn off the heating when leaving your room.
- 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.
- Do not wash your dishes under running water.
- Report leaking taps to the landlord.
- Copy and print on both sides of your printing paper.

Green Office for KU Leuven

All students and staff are welcome to enjoy and/or join the green activities, campaigns, projects and workshops of the Green Office, an initiative acting as a sustainability lab within the university community. [3]

Leuven going carbon neutral by 2030

Leuven commits to being carbon neutral by 2030. To make this ambitious plan work, the city, KU Leuven and different partners have joined hands for projects on energy-efficient renovating, sustainable mobility, renewable energy, local agriculture, nature etc. Anybody, individual or organisation, can join.

www.leuven2030.be

Laundrettes, laundries and dry cleaning

For a manual and prices, see brochure 'Housekeeping tips' on the website.

- Streea Net
Tervuursesteenweg 187
- Atomic De Blauwe Hoek
Brusselsestraat 214/7
- De Gouden Draad
Tiensestraat 204
- Quick Shop
Diestsestraat 224
- Tapolino
Slachthuislaan 1/005
- Super Clean
A. Vesaliusstraat 16
- De Washoek
Schapenstraat 134
- Kesselse wasserij Prima Press - Platte Lostraat 278 - 3010 Kessel-Lo
- Leuvense Strijk- en Poetsdienst - Kapucijnenvoer 133/1
- Wassalon Primus
Ridderstraat 75
- Nemo Wash - Tiensestraat 67 and Parijsstraat 43

SHOPPING

Supermarkets and shops

Most supermarkets and shops are open every day except Sundays, usually from 9 or 10 a.m. until 6 or 8 p.m. Some shops will have a weekday closing. There are a few supermarkets that do open on Sundays. Bakeries are usually always open on Sundays and bank holidays. Leuven has a lot of Night Shops, they open after 6:00 p.m. until late at night and offer a limited selection of food items.

E: Aldi, Colruyt, Lidl

€€: Carrefour, Delhaize, Match, Spar

€€€: Night Shops

Leuven does not have shopping malls, but shops are scattered throughout the city. The most important shopping streets are the Bondgenotenlaan, Diestsestraat, Tienestraat, Naamsestraat and Brusselsestraat.

Markets

The traditional local Belgian market is very popular among inhabitants as well as tourists. You can buy fresh products, such as meat, fish, fruit and vegetables, local delicacies as well as household items.

- Wednesday afternoons from 3:00 p.m.: A. de Becker-Re myplein in Kessel-Lo (food and goods).
- Friday mornings: Mgr.

Ladeuzeplein and H.Hoo verplein (food and goods), Brusselsestraat (flowers).

- Saturdays: M. de Layens plein and Mechelsestraat (flea market), Brussel sestraat (vegetables, cheese, local delicacies).
- Sunday mornings: Heverlee station (food and goods).

Second hand shops

- SPIT (household items, furniture and clothing) - IJzermolenstraat 10-12
Diestsestraat 253
- Rawette (only clothing)-
Den Tempst 13
- Cyankali (only clothing) -
Diestsestraat 217
- Think Twice T2 (only cloth ing) - Diestsestraat 255
- De Kapstok (cheap clothing) - Mechelsestraat 32

SPIT second-hand shop

SPIT is a project of social economy that recycles and sells second-hand household items, furniture, electrical appliances and clothing at a low price. The stock is based on used goods that they collect, so every week you will find new items for sale. [4]



**[4] SPIT**

IJzermolenstraat 10-12
3001 Heverlee
T 016 65 29 57
info@spit.be
www.spit.be

Monday to Friday from 10:00 am to 6:00 p.m.; Saturday from 10:00 a.m. to 5:00 p.m.

[5] ALMA 1

Tiensestraat 115
3000 Leuven

ALMA 2

Van Evenstraat 2c
3000 Leuven

ALMA 3

Steengroevenlaan 3
3001 Heverlee

GASTHUISBERG HOSPITAL

Herestraat 49
3001 Heverlee

DE MOETE

Celestijnlaan 200 P
3001 Heverlee

'T ACADEMISCH KWARTIER

Tiensestraat 41
3000 Leuven

GROEP T

Andreas Vesaliusstraat 13
3000 Leuven

ESAT2

Kasteelpark Arenberg 10
3001 Heverlee

SANDWICH APP

broodje.alma.be/#

www.alma.be

EATING**Alma University Restaurant**

The university restaurants, better known as Alma, serve meals at subsidised low prices for

- All students enrolled in one of the three institutions of higher education.
- KU Leuven staff.

The dishes are priced between €3,60 and €6,50, but you need to have your student or staff card with you to benefit from the low prices. Other students/staff without their card will pay more.

Every weekday, Alma offers a wide choice of warm and cold dishes, at least one vegetarian meal, as well as a variety of sandwiches. You can check the daily menu online, order a sandwich via the alma app or take-away certain dishes. [5]

Veggie Bag

If you like cooking yourself, you can order the Veggie Bag, a weekly surprise package of organic fruits and vegetables. The Veggie Bag is available for all students and staff.

There are four formulas:

- An individual student package of vegetables and fruit for €6.
- A package of fruit for €6.
- A small package of vegetables for €6.
- A large package of vegetables for €12.

The Veggie Bag is locally produced by De Wikke, an organic farming project. All information on how to order can be found online www.kuleuven.be/veggiebag



WORKING AS A STUDENT EMPLOYEE

Do you want to earn some extra money or gain work experience while you are staying in Belgium? Before you can do so, you must comply with some specific regulations that may be different depending on your nationality.

- [As an EEA student](#), you must be registered at the City Hall in order to receive a national registration number that is needed to work in Belgium.
- [As a non-EEA student](#), you will need a valid residence permit. During the academic year, you are allowed to work a maximum of 20 hours per week. During official school holiday periods, there is no limit on how many hours you can work.

Through the database of KU Leuven, the Student Job Shop, all students can find job offers online. Here you can find job offers in companies, at KU Leuven and with private persons. The type of jobs range from babysitting to translating, IT-jobs etc. Most jobs require a very good knowledge of Dutch. Therefore, the list with job offers for non-Dutch speaking students is limited.

You can access the Student Job Shop via
www.kuleuven.be/studentjob. [6]

Federal Tax Administration. They have offices in several cities. [7]

The Student Career Center can help you with:

- Information on labour legislation and legal aspects.
- Information on documents and legislation for non-EEA students.
- Your search for a job.

TAXES AND TAX FORM

As a resident in Belgium, you will yearly receive a tax form in a brown envelope. The tax relates to the income of the previous year. You have to file the tax return, even if you have not earned any income in Belgium in that year.

If you were employed (as staff or as a student employee), you need to get the '281.10' form from your employer to be able to fill in the tax form.

If you are expecting a tax rebate next year when you will have left Belgium already, it is advisable to keep your Belgian bank account or give the Tax Office authorisation to transfer the rebate to a foreign account number. More information [for students](#):

If you need assistance in filling out your tax form, contact the

[6] STUDENT CAREER CENTER

Naamsestraat 80
 3000 Leuven
www.kuleuven.be/studentcareercenter/en

[7] FEDERAL TAX ADMINISTRATION

T 0257 257 57
 Weekdays from 8:00 a.m.
 to 5:00 p.m.
info.tax@minfin.fed.be

TAX OFFICE LEUVEN

Philipspite 3A/1
 3000 Leuven
 Weekdays from 9:00 a.m. to
 12:00 noon
 in June: Weekdays from 9:00
 a.m. - 3:00 p.m.



4

Transportation & travelling

- 4.1 Means of transportation
- 4.2 Traffic and safety
- 4.3 Travelling abroad during your stay



MEANS OF TRANSPORTATION

In recent years, the city authorities have been trying to encourage cycling and the use of public transport as to reduce automobile traffic.

www.kuleuven.be/transportation

Bicycles

Cycling is healthy, inexpensive and good for the environment. Furthermore, in a city like Leuven it is the fastest way to get from one place to another.

BICYCLE RENTAL AND REPAIR FOR STUDENTS: VELO

You can rent a safe, fully equipped and registered second-hand bicycle with a solid lock at VELO. A rental contract will be drawn up (please bring your passport, student card and bank account number). You will need to pay a rental fee plus a deposit of €70. The rental fee for:



- KU Leuven and LUCA School of Arts, campus Lemmens: € 72/year.
- UC Leuven-Limburg: € 25/year.

You can also rent new bicycles from Velo. For these, you pay a deposit of €130 and a rent of € 95. You can always pass by at the bicycle repair shop to have your bicycle repaired for a nominal fee. [1]

BICYCLE RENTAL AND REPAIR FOR STAFF

Staff members can also rent a bicycle at Velo for a fee of € 105/year plus a deposit of € 70.

KU LEUVEN

KU Leuven staff members paid a salary or scholarship by KU Leuven can apply for a 2WD bicycle. This is a company bicycle provided free of charge for commuting to work and for work-related trips. It can also be used for personal transport. Repairs are included via the designated 2WD repair parking spots. For € 11 a month you can get an electrical bicycle (E-2WD) with helmet, rack bags and maintenance included.

Conditions and application:
admin.kuleuven.be/td/intranet/2wd/en/2wd

DIY BICYCLE REPAIR FOR ALL STUDENTS AND KU LEUVEN STAFF

You can repair your bicycle for free yourself, assisted by a bicycle technician, at the KU Leuven Fietsatelier or at one of the many Repair Stands [2]

BICYCLE RENTAL AND REPAIR AT TRAIN STATION

All main train stations in Belgium provide the service of bicycle rental (Blue-bike) to get from the train station to your destination and back. A card costs € 12 a year and a ride maximum € 3,15 per 24 hours.

www.blue-bike.be

Via Fietspunt located in 45 train stations in Flanders and Brussels, you can have your bicycle repaired on the spot according to the principle of 'getting home safely'. This means that Fietspunt takes care of essential repairs necessary to get home safely with your bicycle (brakes, lights).

www.fietserwerk.be/nl/welkom-18.htm

LEARN TO RIDE A BICYCLE

You don't know how to ride a bicycle, you feel insecure riding a bicycle in the city centre or you want to refresh your knowledge on the traffic rules as a cyclist? The Leuven Cycling school is here to help you. One course of 6 lessons includes learning how to cycle, cycling in traffic, cycling in the

city, bicycle repair and a few recreational cycling tours. A course costs € 20. [3]

Buses

In Belgium there are three main bus companies:

- De Lijn in Flanders and to and from Brussels:
www.delijn.be
- MIVB in Brussels (also trams and subway):
www.mivb.be
- TEC in Wallonia and to and from Brussels:
www.infotec.be

There are many bus lines in Leuven, which all pass by the train station. For information about timetables, bus lines and tickets you can go to the 'Lijnwinkel' (in front of Leuven station) or consult the website. Online information on bus lines and tickets is only available in Dutch. You can find English information and links to specific timetables via www.kuleuven.be/transportation.

A single ticket costs € 3, a 10-trip ticket costs € 16. [4]

BUS PASS

For students: The student bus pass enables you to use the regular bus lines of De Lijn within the Leuven area (including Kessel-lo, Wijgmaal, Herstal) and even in parts of Herent, Linden, Korbeek-Lo and Attenhoven. It is

valid for an entire academic year and can be purchased upon your registration for a fee of:

- KU Leuven and LUCA School of Arts – campus Lemmens: € 20.
- UC Leuven-Limburg : € 25.

To use the student bus pass, you will need to upload it on a MO-BIB card. This card costs € 5, and remains valid for 5 years. This means that the first year, your bus pass will cost you € 25 (€ 30 for UC Leuven-Limburg), and the next four years only € 20 (€ 25). If you want to travel outside this area, you will need to buy a regular ticket.

FOR STAFF

For commuting costs, salaried staff members can apply for a discounted bus pass. Check the conditions with your HR advisor.

Trains

LEUVEN RAILWAY STATION

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. You can also buy tickets online. [5] Examples travelling times from Leuven:

- Brussels Central: 30 min.
- Brussels Airport: 15 min.
- Gent: 60 min.
- Bruges: 90 min.
- Antwerp: 50 min.

TRAIN TICKET

Train tickets can be bought in the station at the ticket windows or at the ticket vending machines or online in advance. It is not allowed to board the train without a valid ticket. If you didn't get the chance to buy a ticket, you should alert the train conductor before you board the train and he/she will sell you a ticket on board with an extra cost of €7. For prices: www.belgianrail.be/en/travel-tickets/

passes-cards.aspx

Go Pass and Rail Pass

If you are under 26 years old, you can travel with a Go Pass. With this pass you can take 10 one-way trips in second class (price March 2019: €53). You will get the best value for money if you



travel between two stations that are far apart (e.g. Antwerp, Bruges, Ghent). For people over 26, the Rail Pass uses the same principle, but is more expensive (price March 2019: €83).

Weekend Ticket

On Fridays after 7:00 p.m. and on weekends, you can travel with a Weekend Ticket: a return ticket at 50% discount of the normal rate.

For staff

For commuting costs, salaried staff members can apply for a discounted train pass. Check the conditions with your HR advisor.

Cars

YOUR PERSONAL CAR

One thing is clear: parking in Leuven is quite expensive, because space is scarce. 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

[1] VELO

Veilingsite
Hollestraat 1
3001 Heverlee
T 016 29 87 40
info@velo.be - www.velo.be
Weekdays from 9:00 a.m. to 6:00 p.m. — Friday from 9:00 a.m. to 4:00 p.m.

[2] FIETSATELIER KU LEUVEN

Minderbroederstraat 48
3000 Leuven
Mon-Thu from 10:00 a.m. to 5:30 p.m.
 Het Fietsatelier
Repair stands on google maps:
www.google.com/maps/d/viewer?mid=1gN1ka1mBu2aVOU-IXY3ahSaOFi5I&ll=50.873879619915534%2C4.691245149999986&z=12

[3] LEUVEN CYCLING SCHOOL

Diestsesteenweg 102
3010 Leuven
T 016 31 77 01
fietschoolleuven@mobil21.be
www.mobil21.be/
fietschool-inschrijven-studenten

[4] DE LIJN

Martelarenplein 19b
3000 Leuven
Weekdays from 7:30 a.m. to 6:00 p.m.

General information:

T 070 22 02 00

Province of Flemish-Brabant:

T 016 31 37 11
vlbrab@delijn.be
www.delijn.be

LEUVEN RAILWAY STATION

Martelarenplein 16
3000 Leuven
Info for travellers: T 016 21 21 21
International Information & Eurostar, Thalys, HST:
T 02 528 28 28
Lost and Found: T 016 21 24 10
www.belgianrail.be



© Stad Leuven

and blue-zone rules. Exceptions are only made for inhabitants of the neighbourhood and disabled persons. As an inhabitant you can apply for a parking card in your zone at the City Hall. For one year you will pay € 60. You can save a lot of money by using your bicycle, going on foot or taking the bus.

Parking for staff

Under certain conditions staff can obtain a parking spot in the KU Leuven parkings. More information on the KU Leuven parking policy: www.kuleuven.be/transportation.

TAXIS

In Leuven there are taxi stands in front of the station and in front of the Court House (Ferdinand Smoldersplein).

- Starting fee: € 2.40.
- Price per kilometre: € 2.50.
- At night, there is a small extra fee.

TRAFFIC AND SAFETY

Traffic rules

The traffic in Leuven is really busy, with a lot of cyclists. It is important to know the traffic rules in order to prevent accidents and to avoid expensive fines, since the Leuven traffic police is very strict. The Belgian traffic rules may vary from the ones in your home country.

Consult the Belgian Highway Code for cycling: www.kuleuven.be/transportation/cycling-guide

COMMON TRAFFIC VIOLATIONS BY CYCLISTS

Every year the local police, together with KU Leuven and the city services, campaign to increase bicycle safety in Leuven. Checks for bicycle ownership, brakes and lights are held on a regular basis. A police patrol can stop you anywhere at any time. Fines can go up to € 400 for these traffic violations:

- Cycling in a one way street.
- Cycling in a pedestrian zone.
- Running a red light.
- Cycling without bicycle lights.
- Using the phone whilst cycling.
- Cycling under the influence of alcohol.
- Parking your bicycle outside a bicycle parking.
- Blocking the pavement with



your parked bicycle.

Bicycle theft prevention

Bicycle theft is very common in Leuven. A good lock to secure your bicycle to a fixed object is very important. You can get your bicycle engraved with an ID number. This is no guarantee against theft, but it helps to prevent it. If your bicycle does get stolen, report the theft immediately. By reporting theft, you are supplying the police with the information they need to recover your bicycle and

to locate you when they find your bicycle. The police can only return a non-engraved bicycle when the owner comes to pick it up at the Fietscentrale. Recovered bicycles are stored there for 3 months. Free engraving can be done at:

- The Fietscentrale of the local police on Wednesdays from 1:00 to 3:30 p.m. and on Thursdays from 5:00 to 7:30 p.m.
 - Fietspunt Leuven (see p. 47).
 - Velo (see p. 48).
- Filing a report can be done via a

bicycle theft report form available at:

- The Police Office or online via www.police-on-web.be.
- The Fietscentrale.
- Velo.
- Your faculty secretariat.
- Pangaea (see p. 83).

Bicycle removal by police

Cycling is popular in Leuven, which means the city is filled with bicycles. To avoid clogged streets and pavements, the city provides designated bicycle parkings. The police regularly removes illegally parked bicycles and stores them at the Fietscentrale in Kessel-Lo. To retrieve your bicycle, you have to pick it up and pay a fine.

It is advisable to contact the Fietscentrale by telephone first, before going there. That way you know for sure whether or not a removal has taken place in the area where you parked your bicycle. [6]



[6] FIETSCENTRALE

Diestsesteenweg 102
3010 Kessel-Lo
T 016 21 09 90
Weekdays from 1:00 p.m.
to 4:30 p.m.
Thursdays also from 5:30
p.m. to 8:00 p.m.
Saturdays from 9:00 a.m.
to 1:00 p.m.
fietscentrale@leuven.be

TRAVELLING ABROAD DURING YOUR STAY

Visa and Belgian ID

For travel outside Belgium for a short period, you need to check:

- Whether you need a visa for the country of destination.
- Whether your Belgian identity card/residence permit is still valid for your return-trip to Belgium, especially for trips outside the Schengen Area.

EEA students and staff can travel freely within Europe on the basis of their national ID.

Non-EEA students and staff members with a valid Belgian residence permit are allowed to travel within the Schengen zone for a maximum of 90 days. They should always carry both their residence permit and their national passport/ID with them. Please don't forget to have a registered address in Belgium at all times to make sure that your residence permit stays valid! If you have to leave Belgium temporarily for a period longer than three months, you must contact the Foreigners Office at the City Hall to find out what administrative procedures to follow.

Health insurance

You are advised to inquire at your

health insurance fund if and how you are covered abroad. Whether or not you have coverage outside Belgium depends on a number of criteria.

Travel in the framework of your studies/work

If you plan to go abroad in the framework of your studies or work, be sure to check the procedures of your institution via KU Loket (see p. 57). More information:

- KU Leuven:
Students:
www.kuleuven.be/outgoing
Staff: admin.kuleuven.be/td/aankoop/associatienet/en/contracts/business-travel
- UC Leuven-Limburg:
www.ucll.be/international/international-office-contact
- LUCA School of Arts - Campus Lemmens:
hanne.denef@luca-arts.be

When you go abroad to a non-EEA country in the framework of your studies or work, you have to subscribe to a travel insurance. You can find information on admin.kuleuven.be/sab/vz/en/travel-insurance





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5

Education & languages

- 5.1 Educational system
- 5.2 Regulations on education and examinations
- 5.3 Successful studying
- 5.4 Syllabuses and textbooks
- 5.5 Places to study, research or read
- 5.6 Language learning



EDUCATIONAL SYSTEM

The credit accumulation system

The Leuven institutions of higher education organise their programmes according to a credit accumulation system. Most programmes are composed of various educational stages, but deliberations are only held at the end of a degree programme, allowing for more flexible pathways through the programmes.

A number of measures are in place in order to monitor each student's study progress and in order to limit the total period of study. Each academic year, bachelor's students are able to choose which fail marks they don't want to retake (within certain limits). In (advanced) master's programmes, fail marks are generally not permitted: only if you obtain all the necessary credits or have at most one fail mark of 9/20 and your overall result is a distinction, you can pass the master's.



The learning account or study voucher account

The Flemish Ministry of Education grants 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. If you are following an initial bachelor's or master's programme, you receive an initial learning account totalling 140 credits. At the beginning of the year, the number of credits for which you have registered is

subtracted from your learning account. The number of credits you have passed by the end of the academic year are added again to the learning account. This gives you your learning account for the next academic year. You can always consult your learning account at the 'Studentenportaal' website: studentenportaal.vlaanderen.be/studentenportaal/start.do

Examples: www.kuleuven.be/learningaccount/count.html



University Library © Marja Ligterink

REGULATIONS ON EDUCATION AND EXAMINA- TIONS

The regulations on education and examinations include rules about:

- Which courses can be taken in which programmes.
- How many credits students may take in one academic year per programme.
- The deadlines by which definitive choices must

be made by students about their individual programmes.

- General examination regulations. Important note: in addition to the general examination regulations, some faculties also have additional examination regulations which apply only to examinations in that faculty.

You are strongly advised to read these regulations carefully, so that you are aware of your rights and responsibilities at exam time:

- KU Leuven: www.kuleuven.be/education/regulations
- UC Leuven-Limburg: www.ucll.be/international/about/academic-information/education-and-examination-regulations
- LUCA School of Arts, Campus Lemmens: www.luca-arts.be/onderwijs-en-examenreglement
- In January for course units or parts thereof taught in the first semester.
- In June for course units taught in the second semester and, in some cases, for course units taught in the first semester.
- In August to retake exams you did not pass in January or June. Retakes can only be done in August, which means there are only two exam attempts per subject per academic year.

For more detailed information:

- KU Leuven: www.kuleuven.be/english/education/ects/positioning
- UC Leuven-Limburg: www.ucll.be/international/exchange-programmes/exchange-programmes-grading-tables

OMBUDSPERSON

The ombudsman is someone who has been appointed to mediate between students and lecturers in cases of dispute. The ombudsman 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. >

Examination rules

GENERAL RULES

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.

There are three examination periods:

EXAMINATION IRREGULARITIES, SANCTIONS AND APPEALS

If you are suspected of having committed an irregularity during an examination (e.g. plagiarism or another kind of fraud), 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. 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 ombudsman, who can contact the chair of the board of examiners. He will investigate your claim and undertake actions accordingly.



SUCCESSFUL STUDYING

Study Advice

KU Leuven and LUCA School of Arts – Campus Lemmens

The Study Advice Service of KU Leuven acts as the central information point on study-related matters for all 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. You can turn to this service for:

- Information about study programmes and advice on which study programme fits your particular wishes and goals.
- Information on postgraduate study programmes, either in Belgium or abroad.
- Study guidance.

You can be assisted through personal, individual guidance or by signing up for various sessions on topics such as:

- Effective Study Approach.
- Study Planning System.
- Writing a Master's Thesis.
- Presentation Techniques.
- Passing exams.

The Study Advice Service works in close cooperation with the different study advisors on faculty

level. They are your first contact within your study programme. You can find the contact details of your study advisor on your faculty website. [1]

UC Leuven-Limburg

UC Leuven-Limburg provides on-campus academic coaching for all study-related matters. In addition, every campus has its own Student Office which provide a listening ear and a source of advice and support for all students.

[www.ucil.be/international/
student-services/student-support](http://www.ucil.be/international/student-services/student-support)

Studying with special needs

KU Leuven and LUCA School of Arts - Campus Lemmens

Students with disabilities are welcome at KU Leuven and LUCA School of Arts. The Disability Office helps students with:

- A chronic illness, an auditory, visual, physical or mental disability.
- Dyslexia, dyscalculia, ASD, AD(H)D or other developmental disorders.

The Disability Office offers information and guidance, listens to your concerns, answers your questions and offers accommodations relating to instructional settings and exams.

You need to be recognised by this office in order to be eligible for >



accommodations. This procedure takes time. It is advisable to make an appointment with one of the disability officers as early as possible. [2]

UC Leuven-Limburg

UC Leuven-Limburg gladly accepts students with a disability. Contact international@ucll.be prior to arrival to discuss how we can support you.

Studying and Religious Practice

KU Leuven

As a KU Leuven student, you can reschedule a final/partial exam or class if it coincides with a recognized religious holiday. There is a strict procedure and deadline:

- 1st semester: 10 November
- 2nd semester: 15 March

You can find more information about the procedure at www.kuleuven.be/religion/rescheduling. Visit the Religion and Philosophical Diversity Contact Point if you need any advice on combining your study and religious practice (see p. 100).

Important tools for students

TOLEDO

Toledo is the central web-based e-learning environment for the institutions of higher education to support the implementation of guided independent learning. Through Toledo, students have access to a broad variety of online course materials, like texts, slides, links to useful websites, exercises, graphics, multimedia files, interactive applets, and many

more. Toledo also offers several communication channels between students and staff members, e.g. announcements, email, discussion boards, chat rooms, workflows, etc. Toledo can be accessed via:

- KU Leuven: www.toledo.kuleuven.be/english
- UC Leuven-Limburg: intranet.ucll.be/en
- LUCA School of Arts, Campus Lemmens: toledo.luca-arts.be

KU LOKET

KU Loket is the administrative portal for all students of the KU Leuven Association. Here, you can access your ISP (Individual Study Programme), where you record your choices about your individual course choices. In this administrative system, you will also find the Study Progress File with information about your exam results and study progress in general. You can also change your personal data (e.g. home address) in this portal. KU Loket can be accessed via:

- KU Leuven: www.kuleuven.be/kuloket
- UC Leuven-Limburg: intranet.ucll.be/en
- LUCA School of Arts, Campus Lemmens: studloket.luca-arts.be

SYLLABUSES AND TEXT- BOOKS

The student union of your faculty organises a textbook service for certain syllabuses and textbooks required for the different study programmes (see p. 84).

The institutions of higher education also cooperate with ACCO (The ‘Academic Cooperative’), where you can find a lot of syllabuses and textbooks at reasonable prices.

Besides these syllabuses, ACCO’s bookshops offer a wide range of required and recommended reading material, dictionaries, scientific books, novels, office and computer supplies, stationery, etc.

If you are staying in Belgium for a while, you may find it worthwhile to buy a share in ACCO. It’s a one-time investment of € 31 from which you will profit for the rest of your life: as a shareholder you are entitled to a 25% discount on ACCO syllabuses and 15% on office supplies and books published by ACCO. In addition members also benefit from special offers in their (web)shop as well as discounts on printing orders from their digital printing services. [3]



PLACES TO STUDY, RESEARCH OR READ

With your student or staff card you can enter any of the libraries of the institutions of higher education in Leuven.

In the online catalogue Limo ([limo.libis.be](#)), you can find printed and electronic publications held in KU Leuven and other libraries and have access to all scientific and scholarly databases and e-journal collections licensed by KU Leuven Libraries or freely available.

Campus and faculty libraries

Every campus and/or faculty has its own library where you can find subject-related books, magazines and catalogues as well as wireless internet access. Your student or staff card gives you automatic access to all libraries of your institution and their various services. For opening hours and other information:

- KU Leuven:
[bib.kuleuven.be/english](#)
- UC Leuven-Limburg:
[www.ucll.be/international/student-services/libraries](#)
- LUCA School of Arts, Campus Lemmens:
[bib.kuleuven.be/luca/bibliotheeklemmens](#)

During each study and exam period there are longer opening hours and extra study places in most of the libraries. For more information: [bib.kuleuven.be/english/facilities/study-with-a-buddy](#).

KU Leuven University Library

The KU Leuven University Library is one of the most prestigious buildings of the university, on the Mgr. Ladeuzeplein. It contains some fine heritage collections. Its vast stacks contain, among other things, the deposit collection of KU Leuven.

With its extensive programme of expositions and events, the University Library plays an important role in the cultural life of the university and the town. The building also houses a very large carillon with 63 bells.

KU Leuven Libraries - Agora Learning Centre

AGORA is an innovative learning centre, open 363 days per year with multiple learning spaces for over 500 users. The centre can only be used by students and staff of KU Leuven. In addition to a Silent Study Area, the learning centre has a Social Study Area including a coffee corner, and a Group Study Area with 20 bookable rooms that can be used for meetings and group work, presentations, video conference or video editing. AGORA further supports students' learning by providing video cameras, audio recorders, projectors, speakers and web conference sets. It is also possible to borrow a laptop or iPad for use in- and outside. In short: AGORA is more than just a building. It forms a social hub where information, technology and services come together. [4]



LANGUAGE LEARNING

Leuven Language Institute – Instituut voor Levende Talen (ILT)

The Leuven Language Institute offers Dutch language courses:

- 5 basic levels and 1 proficiency level (1 level equals 80 contact hours).
- Modules in standard mode (6h/week in the afternoon or evening) or in intensive mode (12h/week in the morning).
- An Intensive Dutch Summer Course during the entire month of August, with classes held from Monday to Thursday (20 h/week).

ILT also organises the ILT Dutch Language Year, to achieve the level required for admission to a Dutch-taught study programme at the university. On completion of a year-long intensive Dutch programme, students need to demonstrate B2 level of the Common European Framework by taking the ITNA test.

During the academic year, ILT also offers an Academic English course, designed for students enrolled in an English-taught Master's programme at KU Leuven who wish to improve their academic writing skills. [5]

CLT Language Centre – Centrum voor Levende Talen

The CLT Language Centre is an adult education centre recognised and funded by the Flemish government, specialised in language learning. It is open to everybody, as of the age of 16 years and it forms a natural and stimulating language learning community with more than 5 000 students and 100 nationalities.

A wide range of language courses (with standard and intensive tracks) are on offer, each of which is composed of several levels from beginner (A1) to very advanced (C1): Afrikaans, Arabic, Bulgarian, Chinese, Danish, Dutch, English, Finnish, French, German, Modern Greek, Hebrew, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish and Turkish.

Students receive coaching in the four skills (listening, speaking, reading and writing) and all programs are founded on enhanced and up-to-date teaching methodologies. Communication in authentic contexts is central to CLT's approach.

For certain languages, you can follow a blended language course that combines face-to-face instruction with 50% e-learning, an intensive summer course during the last two weeks of July or a crash course > in September or February. [6]

[1] STUDY ADVICE SERVICE

www.kuleuven.be/studyadvice

You can contact us through the contact form.

Students campus Lemmens:

via contact

maaike.dezitter@luca-arts.be

[2] DISABILITY OFFICE

Naamsestraat 80

3000 Leuven

T 016 32 44 26

disability@kuleuven.be

www.kuleuven.be/disability

Students campus Lemmens:

via contact

jeris.vanbinnebeek@luca-arts.be

[3] ACCO LEUVEN

Maria-Theresiastraat 2-4

T 016 29 11 00

Weekdays from 9:00 a.m.

to 6:00 p.m.

Saturday 10:00 a.m. to 5:00 p.m.

ACCO CAMPUS AND PRINT SHOP EVERLEE

Celestijnelaan 200p

T 016 32 78 70

Weekdays from 9:30 a.m.

to 4:30 p.m.

boekhandel@acco.be

www.acco.be

[4] AGORA

E. Van Evenstraat 4

3000 Leuven

agora@kuleuven.be

bib.kuleuven.be/agora

agora - Leercentrum KU Leuven

Weekdays during the academic year from 8:00 a.m. until midnight,

weekends and holidays from 9:00 a.m. until 7:00 p.m.

[5] ILT

Dekenstraat 6/5302

3000 Leuven

T 016 32 56 60

info@ilt.kuleuven.be

ilt.kuleuven.be

CVO Volt

CVO Volt is an adult education centre recognised and funded by the Flemish government, that offers a wide range of courses, such as administration, IT, visual arts and language courses. CVO Volt has campuses in Leuven, Tienen and Landen and the courses are open to everybody.

The language courses are organised for Dutch as a foreign language, Arabic, German, English, French, Italian, Spanish and Polish. [8]

[6] CLT

Campus Dekenstraat
Dekenstraat 4/4014
3000 Leuven
T 016/325661
Campus Naamsesteenweg
Naamsesteenweg 355
3001 Heverlee
T 016/375792
info@clt.kuleuven.be
talen@mobyus.be
www.clt.be

[7] CVO VOLT

campus Leuven
Interleuvenlaan 3
3001 Heverlee
T 016 31 99 20
leuven.info@cvovolt.be
www.cvovolt.be



Language practice at Pangaea

In Pangaea Intercultural Meeting Centre you can practice your language skills in an informal setting.

- Students: join one of the conversation groups in English, Dutch, Spanish, German, French or Arabic.
- Everybody: look for a language partner in the language chain calendar. You can find the calendar on the wall in the hallway.

www.kuleuven.be/pangaea

(see p. 84)

Self-study packages

VANZELFSPREKEND & NIET VANZELFSPREKEND

'Vanzelfsprekend' is a multimedia self-study course for adult learners of Dutch. 'Vanzelfsprekend' has been designed to lead the student to a lower intermediate level. The sequel to this course, 'Niet Vanzelfsprekend', is aimed at people with a basic knowledge of Dutch, and leads the student to an intermediate level.

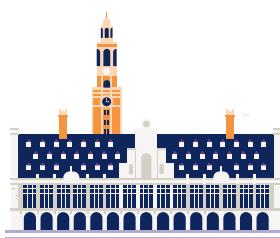
The course packages contain a textbook, a workbook, a DVD and a CD and use a lot of authentic material, such as radio and television fragments, excerpts from newspapers and magazines. It can be ordered from Acco.

www.acco.be

GO DUTCH! A LANGUAGE COURSE ON CD-ROM

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 language learners 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.

www.coutinho.nl (you can order the course from the website)







6

Communications

- 6.1 Computer, internet and email facilities
- 6.2 Postal services
- 6.3 Telephone services
- 6.4 Radio
- 6.5 Publications





COMPUTER, INTERNET AND EMAIL FACILITIES

Upon registration at your institution, you will receive a student or staff card with a user ID. By activating this ID, you will be able to use different services:

- Your e-mail account.
- Toledo and KU Loket.
- campusroam or eduroam, wireless internet access on campus.

How to activate your account

Your username is mentioned on the back of your student or staff card and starts with an 'r' for students, with a 'u' for staff. You will receive an activation code with your user ID. You need to activate your account via the registration page activate.kuleuven.be: log on with your username and activation code and set a password on your account. Beware to never share



your password. You are held responsible for all activities associated with your account.

Email

Upon registration, you are automatically assigned an email address with the following format:

- **Students:**
firstname.lastname@student.name-of-your-institution.be
- **Staff:**
firstname.lastname@name-of-your-institution.be

All official correspondence from

your institution will be emailed to this address, for example communication concerning courses, the e-newsletter, etc. You can access your email from within your browser at

- KU Leuven:
webmail.kuleuven.be
- UC Leuven-Limburg:
webmail.ucll.be
- LUCA School of Arts, campus Lemmens:
students: mail.student.luca-arts.be & **staff:** owa.groupware.kuleuven.be



Internet in your accommodation

Generally speaking, you can find an internet connection in every student room or studio. The provider will depend on the choice of the landlord. Wireless internet is not standard yet in student housing, most landlords provide internet through cable. The cost for internet usage is usually included in the monthly rent. The exact price depends on the type of connection and/or subscription.

In case you rent a flat or a house, you will have to take care of the connection yourself and choose

a provider.

Via the tool of the Belgian Institute for Postal services and Telecommunication, you can compare providers, packages and prices. www.bestetarie.be

Wifi

Wireless internet is provided in most buildings on campus and in public areas such as libraries and the Alma restaurants.

For everyday use on your laptop, tablet or smartphone, we strongly recommend the use of the campusroam or eduroam network. eduroam (education roaming) is the secure, world-wide roaming access service developed for the international research and education community. To configure campusroam or eduroam on your device, please follow the instructions on www.kuleuven.be/icts/english/wifi or use the configuration tool on cat.eduroam.org. If your home institution uses eduroam as well, you will also be able to connect via your home institution's account.

PC-rooms, rental and purchase

Interesting purchase deals for all students and staff can be found at www.campusshop.be.

KU Leuven and
UC Leuven-Limburg

Apart from PC's available in libraries (see p. 59), especially

designated open access PC-rooms are also available:

- Dekenstraat 2, 3000 Leuven – Weekdays from 8:00 a.m. to 10:00 p.m.
- Celestijnenlaan 6, 3001 Heverlee – Weekdays from 8:30 a.m. to 6:00 p.m.
- Celestijnenlaan 200c, 3001 Heverlee – Weekdays from 8:00 a.m. to 7:45 p.m.

For KU Leuven students:

ICTS also operates a PC rental service. Consult the website for the rental prices of desktop PC's and laptops or other promotions.

ICT support

For ICT-related questions, you can contact your local IT service.

- KU Leuven:
www.kuleuven.be/icts/english
ICTS Service Desk (Heverlee) - servicedesk@kuleuven.be
T 016 32 28 00 - Weekdays from 8:00 a.m. to 5:00 p.m.
ICTS Walk-In Desk at AGORA (Leuven) – Weekdays from 8:00 a.m. to 11:00 p.m., Saturdays from 9:00 a.m. to 5:45 p.m.
- UC Leuven-Limburg:
support.leuven@ucll.be
T 016 37 50 75 - Weekdays from 8:00 a.m. to 5:00 p.m.
- LUCA School of Arts :
helpdesk@luca-arts.be
T 02 250 11 11 - on



weekdays from 9:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:00 p.m.

POSTAL SERVICES

B-post is Belgium's leading postal operator for domestic mail and parcels. You can consult and order their services online, in the post offices or in the 'postpunten' in supermarkets and newsagents that provide a number of postal services. You can search online for the locations of post offices, 'postpunten' and red letterboxes in your neighbourhood.

You can place your mail in any red letterbox in Belgium or post it at a post office counter. Letters may be open or sealed. Standard delivery time for domestic mail is

one working day. Postage for a standardised letter will cost you:

- Domestic mail: €0.92 per stamp
- International mail Europe: €1.40 per stamp
- International mail outside Europe: €1.62 per stamp

For all B-post locations in Leuven: www.bpost2.be/locations/zip_res/nl/map_zone_zip.php?q=3000&zip=3000. [1]

TELEPHONE SERVICES

General information

- Country Code for Belgium is '32'.
- Area Code for Leuven is

'(0)16'. Other examples of area codes: Brussels 02 - Antwerp 03 - Ghent 09 - Bruges 050 - Liège 043 - Louvain-la-Neuve 010 - Mons 065. When calling within Belgium, always dial the full area code. For international calls, skip (0): (0032 16...).

- For information on Belgian phone numbers: call 1207.
- For information on international numbers: call 1204.

Mobile telephones (cell phones)

Connection to the Belgian telephone and mobile networks often remains the most cost-effective solution. Mobile telephones are widely available in specialised shops and large retail outlets.

Many specialised dealers are also official agents for one of the four major Belgian mobile operators:

- Proximus: www.proximus.be
- Orange: www.orange.be
- Base: www.base.be/en
- Telenet: www.telenet.be

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.

RADIO

Leuven radio projects

Radio Scorpio

www.radioscorpio.be

The local Radio Scorpio 106 FM broadcasts an eclectic programme mix and provides in-depth news

coverage and community information. Radio Scorpio is the real thing: Leuven independent student radio since 1979.

STRAK.FM

www.strak.fm

STRAK.fm is Leuven's internet radio made by and for students (supported by Veto and LOKO, see p.84). Every week it posts new reports about student events and other newsworthy facts. A few times a year, it goes live on air.

Belgian radio channels

www.belgie.fm



- Radio 1 98.5 fm (Leuven)
- Studio Brussel 88 fm
- QMusic 103.1 fm, 95.8 fm
- MNM 94.8 fm (Leuven)
- Joe FM 99.7 fm
- Radio 2 (provincial) 88.7 fm
- Klara (classical) 89.5 fm
- Nostalgie 103.8 fm
- For French speaking channels, go to www.rtbf.be.

PUBLICATIONS

[1] POST OFFICE LEUVEN CENTRUM

Jan Stasstraat 12
3000 Leuven
T 022 01 23 45

Weekdays from
9:00 a.m. to 6:00 p.m.
Thursdays to 7:00 p.m.
Saturday from 9:00 a.m.
to 3:00 p.m.

www.bpost.be



The Voice

 [THE VOICE, International Student Publication](#)

The Voice is an established yet young magazine in English created by both international and local students, and distributed throughout Leuven. With a vibrant and fresh vision on student news, The Voice is mostly concerned with what students want to read outside of serious classes and demanding academic papers. The Voice is always looking for dynamic students with a passion for writing, photography, editing, social media and Photoshop to help build this magazine, and life-lasting friendships!

Veto

[www.veto.be](#)

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

KU Leuven Campuskrant

[www.kuleuven.be/ck](#)

The Campuskrant is a monthly magazine that provides news on research, education and policy matters in Dutch. The magazine is distributed throughout the campuses. A selection of articles can be consulted in English on [news.kuleuven.be](#).



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7

Health

- 7.1 The health care system
- 7.2 The Flemish Care Insurance
- 7.3 Reimbursement of medical costs via health insurance
- 7.4 Vaccinations
- 7.5 Thermometers



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

If you have a health related problem, it is best to see a general practitioner first, rather than going straight to the hospital. 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. There are many advantages to consulting a GP first, before seeing a specialist. Also, for most specialists it is only possible to make an appointment after referral of a GP.



- GPs are easier to reach, there could be a long waiting list to consult a specialist.
- If you officially register with one GP – which is called ‘Globaal Medisch Dossier’ or GMD – the Belgian health insurance rewards you with a higher reimbursement. Ask your GP about this.
- 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 a GP does not need to repeat medical tests or examinations you may have already 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. A GP can quickly diagnose your problem and refer you to the proper specialist.

Hospital services

If your condition is not immediately life threatening, you can save a considerable amount of money by consulting a GP first. If necessary, the GP will refer you to a specialist in a private practice, in a local hospital, or to the KU Leuven University Hospital UZ Gasthuisberg. Hospital emergency services are expensive and meant for life threatening situations. [1]

Patients of UZ Leuven, Heilig Hart

Leuven or MCH are strongly advised to use mynexuz. Mynexuz is a secure web application that provides tailor-made information based on your medical record. You can consult your personal patient record, find an invoice overview and via a secure message channel you can communicate with the hospitals e.g. about invoices and changes in your administrative data (family doctor, address, etc.). www.nexuzhealth.be/en/mynexuz [2]

Where to go when?

**FOR STUDENTS AT KU LEUVEN AND LUCA CAMPUS LEMMENS:
KU LEUVEN STUDENT HEALTH CENTRE**

General practitioners

The Student Health Centre is staffed by a team of doctors with extensive experience in student related health issues, such as concentration disorders, stress, contraception, etc. Consultations >

When	What	Where
During office hours 8:00 a.m. - 7:00 p.m.	Any medical problem	GP <ul style="list-style-type: none"> Students KU Leuven and their family members and students LUCA Lemmens: Student Health Centre (see below). All others: find a GP in your area via www.mediwacht.be or in the area of Leuven via www.khobra.be
	Life threatening	Go to the ER or call 112 for an ambulance.
After office hours & on weekends 7:00 p.m. - 8:00 a.m.	Urgent medical problem	GP <ul style="list-style-type: none"> GP on call via 1733 (on weekdays from 7:00 p.m. to 8:00 a.m.). Walk-in-clinic at Justus Lipsiusstraat 36 (from Friday 7:00 p.m. to Monday 8:00 a.m.): no appointment needed.
	Life threatening	Go to the ER or call 112 for an ambulance.



are by appointment only, house calls are possible on request, in case of serious illness.

Psychologists

Students dealing with personal or psychological problems can apply to the psychologists for professional help. A team of experienced psychotherapists and psychiatrists provides psychotherapy and counselling, medical treatment (diagnosis, medication), advice and information. English-speaking therapists are available. You have to make an appointment first. [3]

MindMates

Many students struggle with emotional and mental health problems, yet the subject is rarely discussed. MindMates breaks the silence, and wants to make problems easier to discuss and ensure that students find their way to appropriate help. If you need someone to talk to or you want to become a Mind-Mate for fellow students, contact

mindmates@kuleuven.be.

www.mindmates.be/en

THE FLEMISH CARE INSURANCE

The Flemish Care Insurance is an insurance that covers the expenses for non-medical care to persons heavily reliant on care, e.g. people with a disability, elderly people, cancer patients, etc. This

insurance is not the same as the health insurance, which refunds medical costs and is provided by the health insurance funds (see p. 28).

Anyone older than 25 living in Flanders is required to contribute to this care insurance, by paying an annual fee of € 50. This fee is mostly charged by your health insurance fund, they will send you a letter for the payment.

Students and their family members (residing with them) with a temporary residence permit are exempt from paying the annual fee. To get the exemption, once you have received the payment notice, you have to submit the certificate of registration as a student for the year concerned and a copy of your Belgian residence permit. For family members of non-EEA students (spouses, children): a copy of their residence permit and a declaration that they depend on the non-EEA student have to be submitted.

REIMBURSEMENT OF MEDICAL COSTS VIA HEALTH INSURANCE

In general, up to 75% of your medical expenses will be reimbursed by your health insurance company. When you subscribe

[1] **UZ LEUVEN CAMPUS GASTHUISBERG**
Herestraat 49
3000 Leuven
T 016 33 22 11
www.uzleuven.be/gasthuisberg

[2] **REGIONAAL ZIEKENHUIS HEILIG-HART**
Naamsestraat 105
3000 Leuven
T 016 20 92 11
www.hhleuven.be

MEDISCH CENTRUM VOOR HUISARTSEN (MCH)
Maria Theresiastraat 63/A
3000 Leuven
T 016 31 01 00
www.medischcentrumhuisartsen.be

[3] **STUDENT HEALTH CENTRE GP's**
T 016 32 44 20
gp@kuleuven.be
weekdays from 8:30 a.m. to 6:00 p.m. (holidays and exam periods 9:00 a.m. to 5:00 p.m.)

Psychologists
T 016 32 43 43
psy@kuleuven.be
weekdays from 8:00 a.m. to 6:00 p.m. (holidays 9:00 a.m. to 5:00 p.m.)
www.kuleuven.be/health





Hospital © Eva Van Wassenhove

to a Belgian health insurance (see p. 28), you will receive an information booklet and a number of stickers. If you don't have a Belgian ID, you should request an ISI+ card from your health insurance company. Take your ISI+ card and stickers with you every time you go to the pharmacy, visit a doctor, go to hospital or visit your health insurance company. Medical professions and pharmacists will use your ISI+ card to view the data on your health insurance.

- When you go to a doctor, you pay the bill and in return you get a receipt (a certificate of care) that you have to give to your health insurance fund to get (partial) reimbursement.
- For a consultation in a hospital, the bill with a certificate of care will usually be sent 4-8 weeks afterwards. Fees for convenient extras during hospitalisation (e.g. a private room, telephone costs) will never be reimbursed by your health insurance.
- If you require prescription medication, you will be issued a prescription from a doctor. When you are registered with a Belgian health insurance fund, you only pay your own share at the pharmacist, who settles >

the remaining amount directly with the health insurer. When you have an EHIC card or specific document (see p. 29), you will be required to pay the total amount of your medication at the pharmacy, but you can get (partial) reimbursement from a Belgian health insurance fund. You must ensure that the pharmacist stamps your prescription and gives you a receipt.

- Students with a low income can apply for the status of omnio with higher reimbursement.

In Belgium, medication is only sold in pharmacies, to be recognised by the green cross. They are open every day, except on weekends and holidays.. When closed, all pharmacies will post a list of afterhours pharmacies ('wachtdienst') in their window. This information is also published at www.apotheek.be. If you need urgent help, you can visit this website and enter your city in "zoek" ("search").

FOR ALL STUDENTS:

In cases of serious medical problems or hospitalisation, that threaten your financial situation, you can contact the

Social Service. In some cases you might obtain partial or full reimbursement of your costs. (see p. 109).

VACCINATIONS

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. 95). Please contact them if you have children below 3 years of age.

THERMO-METERS

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 35,8°C - 37,5 °C, fever starts at 38°C.



Medical Instruments © Cristian C

8

Socialising

- 8.1 Sports
- 8.2 Culture
- 8.3 Places to visit
- 8.4 People to meet





SPORTS

KU Leuven Sports Centre (Universitair Sportcentrum)

CAN I JOIN?

Everybody is welcome to enjoy the facilities after buying the sports card. This card is valid for one academic year.

- Student Association KU Leuven: €27
- Exchange student KU Leuven: free, membership automatically granted
- Student other: €50
- Staff Association KU Leuven: €40
- Alumni KU Leuven (paying member): €70
- Other: €110

WHERE CAN I GET THE SPORTS CARD?

As a student, you can purchase a sports card upon registration at your institution. It will be mentioned on the backside of your



student card.

Otherwise, you can buy the sports card online or at the Sports Secretariat. If you don't have a compatible card with your picture on it (student card association KU Leuven or staff card KU Leuven), you can visit the Sports Secretariat to get your card printed.

WHY DO I WANT THIS MEMBERSHIP?

With the sports card you can:

- Join more than 70 organised sports in 4 sports halls, 7 tennis fields, a swimming

pool, 5 beach volley courts, a fitness hall (requires additional fee), outdoor and indoor athletics track, 2 dance halls, martial arts hall, 3 artificial soccer fields, rugby field, gymnastics hall, etc.

- Reserve this accommodation for free and have a sportive session with your friends. Just go to the reservation page on the website.
- Participate in some great annual activities like bike and run, survival of the student, table tennis competition, sports camps for



organises interfaculty competitions, the famous Leuven 24-hour run, etc. All students are welcome to join. Your faculty union will have more information on this. For more information on LOKO and faculty unions, see p.84 [2]

City's sports facilities

The City of Leuven accommodates a wide range of sports facilities and events. For an updated list of all indoor and outdoor sports facilities: www.leuven.be/vrije-tijd/sport

Swimming Pools

- Stadionlaan 4, 3010 Kessel-Lo – T 016 25 34 80
- Pastoor Eralystraat 2, 3012 Wilsele-Putkapel T 016 85 19 40
- Sportoase Philipssite 6, 3001 Heverlee – T 016 74 07 40 – www.sportoase.be

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/sportclubs.

kids, etc.

- Access the UC Leuven-Limburg sports campus in Hertogstraat equipped for basketball, volleyball, tennis, gymnastics, dance and badminton. There is also a fitness room and a climbing wall. [1]

Student's sports initiatives

If you love to do sports in a more student like atmosphere, you will certainly find what you want at LOKO Sport, an organisation for and by students. LOKO Sport

CULTURE

How to get cultural deals?

ALL STUDENTS:

KU LEUVEN CULTURE CARD

www.kuleuven.be/culturecard

As a student, you can purchase the culture card during your enrolment. You can also order it online throughout the year. It only costs € 20 and is valid for an entire academic year.

The culture card provides numerous advantages:

- Free entry to UUR KULTUUR, the university's cultural programme.
- Unlimited free visits to M - Museum Leuven
- Exclusive discount of 20% on all tickets at 30CC cultural centre.
- Significant discounts at all major cultural centres in Leuven.
- Discounts on all performances of the 8 University Ensembles, Campus Theatre and the student association theatre companies during the Interfaculty Theatre Festival.
- Weekly competitions to win tickets for various performances, concerts and lectures. [3]

You'll receive our biweekly >



newsletter with all offers, discounts and other advantages.

ALL CITIZENS: LEUVEN CULTURAL CENTRE 30CC

30CC, Leuven's cultural centre, is one of the main cultural players in the region. It offers an extensive and exciting selection of theatre and comedy, world music, dance, festivals, classical music, jazz, literary events, family entertainment and much more.

There are different discount formulas: [4]

- All students under 26 years of age get a discount of 10%.
- With your KU Leuven Culture Card or European Youth Card you double the student discount and get a 20% reduction.
- All students under 26 have access to the Last Minute Deals, where remaining tickets are sold at the door at a 50% discount.



Performing arts

UNIVERSITY THEATRE COMPANIES

Janus International

Theatre Group

Amateur theatre group that was founded by international students and supported by Pangaea. Everybody is welcome to join. Meetings every Sunday at 7:00 p.m. in Pangaea Meeting Centre (see p.83).

f Janus International Theatre.

Campus Theatre (Campustoneel)

Theatre in Dutch with and for KU Leuven students, staff and alumni.

info@campustoneel.be —
www.campustoneel.be

Interfaculty Theatre Festival

The Interfaculty Theatre Festival, mostly in Dutch, brings together the student faculty union theatre companies.

www.iftf.be

BAC ATELIER KU LEUVEN

Are you an artist looking for a studio, a musician or dancer looking for a rehearsal space or a room in which you can develop new ideas? Then you might find BAC Atelier is exactly the place you have been looking for. KU Leuven provides artistic residences from 3 to 12 months in the beautiful building that once was the Bacteriological Institute. Both students and staff affiliated with the KU Leuven Association can apply.

www.kuleuven.be/culture/bacatelier

[1] **KU LEUVEN UNIVERSITY SPORTS CENTRE**

Tervuursevest 101
3001 Heverlee
T 016 32 91 30
sport@kuleuven.be
www.kuleuven.be/sports

SPORTHAL UC LEUVEN-LIMBURG

Hertogstraat 178
3001 Heverlee
016 375 780
www.ucll.be/studeren/student-aan-ucll/campusen/campus-hertogstraat/sporthal

[2] **LOKO SPORT**

Gebouw de Nayer
Tervuursevest 101
3000 Heverlee
T 016 32 91 34
sport@loko.be

[3] **KU LEUVEN CULTURE OFFICE**

(Dienst Cultuur KU Leuven)
Naamsestraat 96
3000 Leuven
T 016 32 03 40
cultuur@kuleuven.be
www.kuleuven.be/culture

f KU Leuven Culture

[4] **30CC (INFO AND TICKETS)**

Rijschoolstraat 4
3000 Leuven
ticket@30CC.be - www.30CC.be

Monday to Friday from 12:00 to 6:00 p.m.
Saturday from 10:00 a.m. to 5:00 p.m.

[5] **STUK**

Naamsestraat 96,
3000 Leuven
T 016 32 03 20
ticket@stuk.be - www.stuk.be



STUK & CINEMA ZED

STUK is an important venue in Leuven and one of the most important arts centres in Flanders. STUK is a house for dance, image and sound and its programme features dance, films, music, fine arts and new media. In STUK you can also find the work of innovative newcomers. Tickets are available online at very affordable prices. Cinema ZED (see p.81) is incorporated into STUK and offers a wide range of films. Every Sunday evening you can enjoy a free jazz concert ('Jazz on Sunday').

The opening festival STUK START, at the beginning of the cultural season at the end of September, is a unique opportunity to get to know STUK. STUK also has an elegant grand café where you can drink or eat something, read a newspaper or surf the internet for free. [5]

OPEK – OPENBAAR ENTREPOT VOOR DE KUNSTEN

This multifunctional arts centre houses 7 cultural organisations which, in addition to their individual activities, also set up innovative collaborations. The café overlooking the canal is a true meeting place for art and culture fanatics. [6] >



© Toerisme Leuven

Music

UNIVERSITY MUSIC ENSEMBLES

Do you enjoy playing music in a pleasant atmosphere? If so, the university ensembles may be the perfect place for you. KU Leuven students have priority, but others are welcome to join, if there are open spots.

Arenberg Orchestra

- Arenbergorkest

This symphonic orchestra, which has approximately 80 members, greatly enjoys working on its varied and surprising programme. Rehearsals every Thursday at 7:45 p.m. at STUK (Naamsestraat 96). www.kuleuven.be/cultuur/arenberg – bestuur@arenbergorkest.be

Interfak Big Band (IBB)

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.

Rehearsals every Monday at 7:30 p.m. at STUK (Naamsestraat 96).

www.kuleuven.be/cultuur/ibb – bart.preneel@esat.kuleuven.be

Leuven University Choir (LUK) – Leuven Universitair Koor

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 spring. Rehearsals every Thursday at 7:45 p.m. at Damiaanplein 9.

www.kuleuven.be/cultuur/luk – luk@studentenweb.org

Pati Pati

The Pati Pati Solidarity Choir uses music to express solidarity. The choir consists of both national and international students and performs a repertoire of songs from across the world for good causes. Pati Pati aims to give a voice to those who are often forgotten. Rehearsals every Tuesday at 8:00 p.m. at Justus Lipsiuscollege (Minderbroederstraat 15).

www.kuleuven.be/cultuur/patipati – info@patipati.be

University Concert Band (UHO)

- Universitair Harmonieorkest

With about 90 members, the UHO is KU Leuven's largest cultural ambassador. The orchestra provides excellent quality with a daring twist. Its yearly concerts



[6] OPEK

Vaartkom 4
3000 Leuven
T 016 29 55 49
info@opek.be
www.opek.be

[7] HET DEPOT

Martelarenplein 12
3000 Leuven
T 016 22 06 03
info@hetdepot.be
www.hetdepot.be

[8] CINEMA ZED

ZED Vesalius
Andreas Vesaliusstraat 9c
3000 Leuven

ZED STUK
Naamsestraat 96
3000 Leuven

Tickets: T 016 67 92 35
www.cinemazed.be/en
info@cinemazed.be

[9] KINEPOLIS LEUVEN

Bondgenotenlaan 145-149
3000 Leuven
T 016 31 96 00
www.kinepolis.be

[10] M - MUSEUM LEUVEN

Leopold Vanderkelenstraat 28
3000 Leuven
T 016 27 29 29
m@leuven.be
www.mleuven.be

Monday, Tuesday, Friday,
Saturday, Sunday from
11:00 a.m. to 6:00 p.m.
Thursday from 11:00 a.m.
to 10:00 p.m.

Closed on Wednesdays

are always an enormous spectacle during which other art forms complement the music or famous soloists are invited to perform. Rehearsals every Tuesday at 8:00 p.m. at STUK (Naamsestraat 96).
info@uhc.be –
www.kuleuven.be/cultuur/uhc

University Symphonic Orchestra (USO) – Universitair Symfonisch Orkest

The University symphonic 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 more than 50 years, the repertoire has combined monumental pieces with fresh, original ideas. Rehearsals every Wednesday at 7:45 p.m. at STUK (Naamsestraat 96).

www.kuleuven.be/cultuur/uso –
info@usoleuven.be

CONCERTS AT LUCA SCHOOL OF ARTS – CAMPUS LEMMENS

LUCA campus Lemmens has a concert hall, a chamber music hall and a chapel where the department of music organises a buzzing concertseries which features students and teachers. You can find solo concerts, chamber music recitals, choir, symphonic orchestra and jazz repertoire.

[www.luca-arts.be/
 concerten-evenementen](http://www.luca-arts.be/concerten-evenementen)

HET DEPOT

Het Depot is not only a concert hall, it is also the driving force behind numerous musical initiatives in the region. Besides organising concerts, Het Depot offers an unconventional range of instrumental classes, software lessons, PA courses, workshops and master classes. [7]

Film

MOVIE THEATRES IN LEUVEN

Cinema ZED

Cinema ZED is a non-profit cinema, screening primarily art house films, including a considerable number of films in languages other than English or Dutch. ZED screens at two different venues in Leuven, Vesalius and STUK. You can also buy tickets online. [8]

Kinepolis Leuven

Kinepolis Leuven offers a wide range of box office movies. With 7 halls and 1 870 seats, this movie theatre is very popular with teenagers and students. [9]

Municipal musea

M – Museum Leuven

M, the Museum of Leuven, houses a historical collection centred around late-gothic art of the 19th century. Additionally, M organises temporary exhibitions featuring contemporary artists or classic historical works.

Student nights, a pop-up bar on the spectacular roof terrace during

the summer, or the intimate festival M-idzomer, turn M into an exciting meeting place. [10]

M-Treasury of Saint Peter

The Treasury of Saint Peter is situated in the choir of Saint Peter's Church, known as one of the most beautiful buildings of the 15th century Brabant gothic period. The impressive choir hosts a small museum. Here you find many sculptures, paintings and religious silverwork. The masterpiece is 'The Last Supper' by Flemish primitive Dirk Bouts. [11]

Library

Public Library: de Bib Leuven
 The public library of Leuven – named 'de Bib Leuven' – has extensive collections on loan: novels in Dutch, French, English, German, Spanish and Italian, also non-fiction works (books and DVDs) and a diverse collection of comic books and graphic novels. You can read newspapers, weeklies and other periodicals (in Dutch and other languages) or consult more than 3.000 international titles via Pressreader.

To be able to borrow library materials, you need a library card. The annual fee for a card is € 6 (free for those younger than 18). The largest part of the materials in the library can be lent free of charge. A membership card for library consultation only is also free of charge. In order to register as a library >



user and obtain your library card, you will need to show your ID card. Enrolment is easy if your ID mentions your address in Belgium or if you can show a document ‘Bewijs van woonst’ (to be obtained at City Hall). If not, you can still get your library card, but then you will be asked to pay a refundable deposit of € 75. [12]

Academies

Municipal academy of fine arts
SLAC – Academie Beeldende Kunst

The academy offers a whole range of possibilities designed to exercise your creativity. You

can study general visual arts education, drawing and painting, photography (also digital), advertising and sculpture, digital art, graphics, ceramics and textile arts, lace-making or cross-curricular projects. Several times a year exhibitions and lectures are organised in the academy and also ‘outdoors’. Courses are in Dutch.

Municipal conservatory for music, drama & dance SLAC – Conservatorium Muziek, Woord & Dans For music, dance and drama, the Music Conservatory caters to all your needs. If you possess musical talent, want to learn to play an

[11] M-TREASURY OF SAINT-PETER

Grote Markt
3000 Leuven
Monday, Tuesday, Thursday, Friday from 10:00 a.m. to 4:30 p.m.
Sunday and public holidays from 11:00 a.m. to 4:30 p.m.
Closed on Wednesdays

[12] DE BIB LEUVEN

Diestestraat 49
3000 Leuven
T 016 22 65 22
www.leuven.be/bibliotheek
 debibleuven

Monday, Wednesday from 12:00 p.m. to 6:00 p.m.
Tuesday, Friday from 10:00 a.m. to 6:00 p.m.
Thursday from 12:00 p.m. to 8:00 p.m.
Saturday from 10:00 a.m. to 5:00 p.m.
Closed on Sunday

[13] MUNICIPAL ACADEMY OF FINE ARTS

T 016 22 08 70
academie@leuven.be
www.slac.be/academie

MUNICIPAL CONSERVATORY FOR MUSIC, DRAMA & DANCE

Dirk Boutselaan 60
3000 Leuven
T 016 22 21 21
conservatorium@leuven.be
www.slac.be/conservatorium

[14] TOURISM LEUVEN

Naamsestraat 3
3000 Leuven
T 016 20 30 20
tourism@leuven.be
www.visitleuven.be
Monday to Sunday from 10:00 a.m. to 5:00 p.m.

instrument, take dance or acting lessons, feel free to apply. Own creations and productions are regularly produced on stage. [13]



PLACES TO VISIT

University carillon

The tower of the KU 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 a week, on Tuesdays and Thursdays from 7:00 p.m. to 7:45 p.m.

You can enjoy unique tower visits and accompany the carillonneur up the tower with your friends, family or student association (max. 25 persons per tour). You need to register via forms.kuleuven.be/a0025.
www.kuleuven.be/culture/carillon

App Leuven Walk

With the App Leuven Walk, you can visit the highlights of the city. The app will suggest a route through the city and a handy navigation shows you the way. For each location you will find a brief description, a photo or video and a challenge. The app is available in Dutch, French, English and German. You can download the free app from the Appstore (iOS) or the Google Play store (Android).

Parks and green spaces

In and around Leuven there are a lot of parks: large or small, for peace and quiet or for playing with children, etc. Among others: Keizersberg Abbey (Leuven), Park

Abbey (Heverlee), Vlierbeek Abbey (Kessel-Lo), Arenberg Castle and Park (Heverlee), Provinciedomein (Kessel-Lo), Meerdael Forest (Heverlee), Zoet Water (Oud-Heverlee).

Worth a visit: Old Market Place (pubs, the Kotmadam), Great Beguinage with Sint-Jan-De-Doper Church, Sint-Geertrui Church and Abbey, Sint-Michiels Church, Botanical Garden. [14]

PEOPLE TO MEET

Pangaea Intercultural Meeting Centre

In the spirit of hospitality and intercultural understanding, Pangaea aims to create a home-away-from-home for internationals and wants to support meeting and exchange within the Leuven university community. The name Pangaea refers to the name of the original single continent which made up the entire land surface of the earth some 175 million years ago.

What Pangaea has to offer you:

Intercultural Meeting Centre and Bar

This is a lively meeting place on the KU Leuven Social Sciences Campus where international and Belgian students and staff can get together in an informal setting. It has a lounge with a coffee bar, >



WIFI, a variety of board games and newspapers.

The various rooms and kitchens can be used free of charge to organise activities open to all students. For private activities, rooms can be rented.

Become a member and enjoy free coffee and tea during the whole academic year. The bar is partly run by volunteers.

Membership per academic year:

- All students: € 5
- All staff: € 15

Socio-cultural Activities

During the academic year Pangaea organises a variety of trips, lectures, workshops, conversation groups, film, cultural evenings etc.

Most activities are freely accessible, activities with limited spots requiring registration are only accessible for students.

If you want to learn more about your host country, don't miss the About Belgium lectures:

www.kuleuven.be/aboutbelgium

For new incoming KU Leuven students and researchers, Pangaea organises the Orientation Days and a Buddy Programme:

www.kuleuven.be/buddy. [15]

Student faculty unions and student representation

In Belgium, the government includes students in all organs that determine policies concerning

higher education. Often this representation is organised in a tiered structure with student faculty unions or councils at the base, representing students in and from their faculty, all coming together in an umbrella organisation, that represents students at the level of the institution. These umbrellas at their turn are brought together in organisations at regional level to lobby with the regional government on educational policy.

STUDENT FACULTY UNIONS: 'KRINGEN'

What can your faculty union do for you?

- Represent your needs at faculty level.
- Get you discounts and advantages when you become a registered member of the union.
- Organise the course text service at your faculty.
- Run a faculty bar.
- Host a range of socio-cultural activities to meet other students.

UMBRELLA ORGANISATION AT YOUR INSTITUTION

What can the umbrella student organisation do for you?

- Represent your needs via student representatives at the policy levels of your institution.
- Organise and facilitate >

[15] PANGAEA

Vesaliusstraat 34
3000 Leuven
T 016 32 33 96
www.kuleuven.be/pangaea
pangaea@kuleuven.be
 Pangaea KU Leuven

Lounge, bar and recreational rooms: Monday to Thursday from 12:00 noon to 8:00 p.m. On Friday and Saturday from noon to midnight.

Office: Monday to Friday from 12:00 noon to 5:30 p.m. Except Thursday from 1:00 to 6:30 p.m.

[16] KU LEUVEN STUDENT COUNCIL

's Meiersstraat 5
3000 Leuven
T 016 85 55 52
info@sturakuleuven.be
www.sturakuleuven.be

[17] LOKO

's Meiersstraat 5
3000 Leuven
T 016 22 31 09
www.loko.be
loko@loko.be

LOKO INTERNATIONAL

Pangea Intercultural Meeting Centre
Andreas Vesaliusstraat 34
3000 Leuven
international@loko.be

[18] UCLL LEUVEN STUDENT COUNCIL (SRL)

's Meiersstraat 5
3000 Leuven
Voorzitter.sr.leuven@ucll.be
 studentenraadLeuven

Faculty	Programme	Faculty Union	Faculty Bar or 'Fakbar'
KU LEUVEN			
Theology and Religious Studies		Katechetika www.katechetika.be	Seven Oaks (on Wednesdays) Hanengang 3
Canon Law		Canonica f canonica	
Philosophy		NFK www.nfk.be	M-café (on Tuesdays) Savoyestraat 4
Law	Criminology	Crimen crimen.be	Maximo Naamsestraat 35
	Law	VRG www.vrg.be	Huis der Rechten Tiensestraat 53
Economics and Business		Ekonomika www.ekonomika.be	Dulci Naamsestraat 34
Social Sciences	Political and Social Sciences	Politika politika.be	Politika Kaffee Tiensestraat 55
Arts	Umbrella	KOCO f Koco	
	Archeology	Alfa www.alfa.student. kuleuven.be	
	Linguistics and Literature	Babylon www.kringbabylon.be	
	Language and Area Studies	Eoos www.eoos.be	Fakbar Letteren Blijde Inkomststraat 11
	History	Historia www.hist.student. kuleuven.be	
	Art Studies	Mecenas mecenas-kul.be	
	Musicology	Musicologica www.musicologica.org	
Psychology and Educational Sciences	Educational Sciences	Pedagogische Kring pedagogischekringleuven. wordpress.com	
	Psychology	Psychologische Kring www.psychokring.be	Recup – Tiensestraat 51

Faculty	Programme	Faculty Union	Faculty Bar or 'Fakbar'
KU LEUVEN			
Science	Umbrella	Scientica www.scientica.be	Scienticafé @ 't Elixir on Mondays – Tervuursevest 60
	Chemistry	Chemika www.chemika.be	Naamsestraat 35 3000 Leuven
	Biology	Bios www.biosleuven.be	De Blokhut Oude Markt
	Geology	Geos geosleuven.be	
	Geography	Merkator www.merk.student.kuleuven.be/	't Vervolg Pater Damiaanplein 1
	Mathematics, Informatics and Physics	Wina www.wina.be	Winabar (every Wednesday) Studentenwijk Arenberg 4/0
Engineering Science		VTK www.vtk.be	't Elixir Tervuursevest 60
Bioscience Engineering		LBK www.landbouwkring.be	De Gnorgl Waversebaan 71
Engineering Technology		Industria www2.industria.be	Recup Tiensestraat 51
Medicine	Speech Therapy and Audiology	KLA www.klaleuven.be	
	Medicine	Medica www.medica.be	Doc's Bar Brusselsestraat 246
	Clinical Nursing and Health Care Management	Medisoc www.medisoc.be	
	Sexuology	Eros	Revue Oude Markt 51
Pharmaceutical Sciences	Dental Sciences	Apollonia www.apollonialeuven.be	
	Pharmaceutical Sciences	Farmaceutica www.farmaceutica.be	
Kinesiology and Reha- bilitation Sciences		Apolloon www.apolloon.org	De Sportzak Tervuursevest 60

Faculty	Programme	Faculty Union	Faculty Bar or 'Fakbar'
UC LEUVEN-LIMBURG			
Management	Management	De Kelten dekelten.be	Maxim'O Naamsestraat 32
Health	Biomedical Lab Technology	Diana www.diana.be	Maxim'O Naamsestraat 32
	Nursing and Midwifery	StEIL steil-leuven.be	't Archief Zeelestraat
Social Work		Soca studentenvereniging.soca	't Archief Zeelestraat
Teacher Education		Docentica docentica.be	't Archief Zeelestraat 1
LUCA SCHOOL OF ARTS – CAMPUS LEMMENS LEUVEN			
Music and Theater Art		Cluster www.clusterleuven.be	

- activities/meetings that bring student representatives or all students from different faculties together.
- Subsidise faculty unions and other student associations to organise activities that bring students together.

KU LEUVEN

Within KU Leuven there are two main umbrella organisations responsible for student representation: The KU Leuven Student Council and LOKO.

KU Leuven Student Council

The Student Council acts as a representative of all students and faculty associations of KU Leuven concerning policy matters on university

level, applicable to all campuses in Flanders. These include all educational policies, as well as some international matters and social policies such as diversity. [16]

LOKO

LOKO on the other hand is responsible for representation of the students of the Leuven campus. In practice, this means LOKO is the representative concerning local social policies and the impact on Leuven students (such as Alma, Acco, Student Services, etc.). LOKO organises a few large events for all students such as the 24-hour relay race, Ithaka, the world's largest carillon cantus, etc. For information on how to get involved in representation, on

events and support for your association, you can contact LOKO International. The role of LOKO International within LOKO is to represent the growing share of international students in the student population, to support them in starting an association and/or in requesting subsidies for activities. [17]

UC LEUVEN-LIMBURG

Within UC Leuven-Limburg there are also two main umbrella organisations representing students: the Student Council Leuven and OKeR.

StudentenRaad Leuven (SRL) or UCLL Leuven Student Council SRL (Student Council Leuven) >



is the UC Leuven-Limburg college student council comprising the different student councils at faculty or campus level that voice student opinions on educational and social issues to the directors of the institution. The CSR (student council on campus - Campusstudentenraad) is mainly concerned with issues such as education, exams, diversity, student restaurant, equipment of the library and the computer rooms, etc. [18]

Overkoepelende Kringraad (OKeR)

The student clubs at faculty level organise various cultural and sporting activities, as well as the occasional party. These clubs are coordinated by the umbrella student organisation OKeR. Activities are posted on the OKeR facebook page. [19]

LUCA SCHOOL OF ARTS – CAMPUS LEMMENS

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 student organisation Cluster, organises parties, sporting activities, cultural affairs and many other creative events. [20]

International Student Associations [19] OKER

A lot of international students organise or participate in associations to give students from their country a warm welcome and a home-away-from-home, to share their culture and background with the Leuven community and to organise activities where students can meet.

Associations can be linked to countries of origin (Latin-America, India, Ethiopia, China, Iran etc.) or focus on a certain theme as common ground (Erasmus Student Network, Leonardo LGBT, Academics for Development, Feminist Society etc.)

The contact data of the international student associations change quite often. For a list of registered associations, check the LOKO webpage loko.be/verenigingen. For the most recent contact information, you can contact LOKO International via mail (see p. 84). You will most likely find the associations on Facebook as well.

Are you active in an association and do you need subsidies or do you want to start an association?

- Go to LOKO International for advice.
- Check the regulations for subsidising student associations: www.loko.be/subsidies.

's Meiersstraat 5
3000 Leuven
Oker@ucll.be
www.kringraad.be
 Oker

[20] PARTICIPATIECOMMISSIE

LUCA School of Arts – Campus Lemmens
Lemmensburg 3
3000 Leuven
T 016 23 39 67
www.luca-arts.be/
studentenparticipatie

[21] PHD SOCIETY LEUVEN

phdsocietyleuven@gmail.com
www.phdsociety.be
 PHD Society Leuven

POSTDOC SOCIETY KU LEUVEN

postdocsociety.wixsite.com/kuleuven
postdocsociety@kuleuven.be



8.4 PEOPLE TO MEET

Meeting opportunities for KU Leuven doctoral students and staff

Info session for newly arrived international doctoral students and staff members

These info sessions are organised once every three months. Check the website for dates:

[www.kuleuven.be/english/admissions/
phd/introsessions](http://www.kuleuven.be/english/admissions/phd/introsessions)

PhD Society Leuven

The PhD Society is an international interfaculty student organisation of doctoral students that aims to promote interaction among doctoral

students, both international and Belgian. Activities organised by the PhD Society cover academic, social, and career aspects of a doctoral student's life. The PhD Society is always on the lookout for enthusiastic doctoral students to join one of the committees and participate in events. [21]

KU Leuven Postdoc Society

The KU Leuven Postdoc Society aims to provide a sustainable platform to meet the specific needs (development, career, integration, etc.) perceived by postdocs at/from KU Leuven. The Postdoc Society is created within the existing

structure of the PhD Society Leuven, and both cooperate and collaborate closely to complement each other.





9

Family

- 9.1 Family reunification
- 9.2 Births, marriages and deaths
- 9.3 Schools
- 9.4 Child care



FAMILY REUNIFICATION

If you wish to bring along your family members, you will have to start the procedure for family reunification. This is a lengthy and comprehensive procedure. Detailed information on the legal framework and the required documents can be found here: www.kuleuven.be/english/admissions/travelling/bringing.

BIRTHS, MARRIAGES AND DEATHS

Births

You are required to inform the Registry Office at the City Hall of the birth of your baby within 15 days. Forms concerning insurance companies, birth premiums and state child allowances can be obtained from the Social Service (for students) or the Human Resources Department (for staff members).



The declaration of birth can be done by one or both of the parents. You need to bring the identity cards or passports of both parents and your marriage booklet or marriage certificate. If the parents are not married, both parents need to come to declare the child, except when a recognition before birth has been done.

Civil marriages

The municipal authorities in Belgium only recognise civil marriages, not religious marriages. 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 City Hall.

[1] **REGISTRY OFFICE CITY HALL – BURGERLIJKE STAND**

Professor Van Overstraeten-plein 1
3000 Leuven
T 016 27 21 93
burgerlijke.stand@leuven.be



SCHOOLS

The educational system

Education in Belgium (from nursery to secondary school) is mainly organised in a public school system, that consists of three types of education: state-organised schools (f.e. by the local government, the City Council or the Province), Catholic schools, and Method schools (Freinet, Steiner, etc.). All these schools get funding from the government and deliver equally high standards. Within this public system there are no tuition fees.

Children of international students and staff are welcome in this 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.

The addresses of all schools in Leuven and surroundings can be obtained via www.leuven.be/scholen.

CLASSIFICATION OF SCHOOLS (DUTCH/FRENCH)

See below.

SCHOOL FEES

Except in private schools, no fees are paid for kindergarten, primary or secondary education, that is subsidised by the government. However, you will receive a monthly bill for various incidental expenses such as trips, swimming, school magazines, drinks, >

Age	Type of school (English) – Type school (Dutch) – Niveau d'école (French)
2,5-6	Pre-primary School – Kleuterschool – Jardin d'enfants
6-12	Primary School – Basisschool – Ecole Primaire
12-18	Secondary School – Middelbare School – Ecole Moyenne
18-...	Higher Education – Hoger Onderwijs – Enseignement Supérieur <ul style="list-style-type: none"> • Academic Bachelor and Master at University • Professional Bachelor at University Colleges

Deaths

The Registry Office at the City Hall must be informed of all deaths. This formality will be normally done by the undertaker, but has to be paid for. You can do this yourself, but then you 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. [1]

meals and day care after school hours. For higher education, you will need to pay a tuition fee. The amount of these fees depends on the programme of study.

RECEPTION CLASSES FOR NON-DUTCH SPEAKING CHILDREN

Schools in Flanders can organise special reception classes for children who don't speak Dutch yet, called OKAN-classes, where a personalised study programme will mainstream them as soon as possible. For a list of primary schools that organise OKAN-classes in Leuven, contact Onthaalbureau of the city of Leuven. [2]

There are also secondary schools that organise such classes:

- Sint-Albertuscollege
Haasrode
Geldenaaksebaan 277
3000 Leuven
T 016 40 50 60
- Heilig Hartinstituut
Kessel-lo
Jozef Pierrestraat 56
3010 Kessel- Lo
T 016 25 22 51
or 0490 64 51 69
info@okan.ksleuven.be
- Middenschool Ter Beuke
Rerum Novarumlaan 1
3010 Kessel-lo
T 016 25 32 12

The school calendar

All pre-primary, primary and

secondary schools:

- Have a five-day school week, from Monday to Friday, 8:30 am to 3:30/4:00 p.m..
- Don't have school on Wednesday afternoons, school ends around 12:00 noon.
- Start on 1 September until 30 June.

General school holidays:

- One week in early November (Autumn Break around All Saints).
- Two weeks Christmas break.
- One week in February or early March (Spring Break around Carnival).
- Two weeks Easter break.
- Two months in the summer break (July and August).

How to register

Parents are encouraged to examine the curriculum and visit the schools, so that they can explain their interests as well as their child's situation 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 child.

When your child has to start school, it is important to register in time, since the places per school are limited.

- All pre-primary and primary schools of Leuven have an online registration system: meldjeaan.leuven.be (in Dutch), English manual on drive.google.com/file/d/1OoJL048_W9DlZ6QqpZu2ZtIYU9ELUjVK/view
- All secondary schools, except the Steiner school, have one common online registration system. You can find details about the procedure on www.ksleuven.be/inschrijvingen.

Private international school

Since 2013-2014, Leuven also has a private international school. It offers international education in English for children of expatriates and foreign employees in Belgium. The school is founded



and supported by KU Leuven, the city of Leuven, IMEC and VIB. The one-time application fee is € 800 and the annual fee is € 9 996. Children of staff members of the 4 founding partners get a 10% discount. [3]

CHILD CARE

Studying while pregnant/with children

There are a few services that assist pregnant mothers and new parents in preparing and caring for their baby and young child.

Maternity care - De Bakermat
De Bakermat provides information and prenatal or postnatal care for pregnant women and new mothers.[4]

Child & Family - Kind & Gezin
Kind & Gezin offers a wide range of baby and child care services. Expecting parents, and parents of children up to 3, can get free medical assistance and advice on baby care and feeding. You can also make an appointment for a house call. When you deliver in a Belgian hospital, Kind & Gezin will automatically contact you. [5]

Huis van het Kind

Advice concerning pregnancy, raising children, education. All child-related questions are welcome. [6]

Day care services

DAY CARE FOR CHILDREN UP TO 2,5 YEARS OLD

Central day care system

There are a number of day care centres and registered childminders in the Leuven area. To apply for child care, you need to register online at www.kinderopvangleuven.be as all applications for child care in Leuven go through this webpage. 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 spot from the moment that you know you are pregnant. The waiting list for the childminders is normally shorter. On the webpage you can find a list of all day care centres and childminders. To apply for day care, you first need to register yourself as a parent on the website as well as your partner (if this applies to you).

Some day care centres and childminders offer day care for a subsidised price according to your income. The calculation of the subsidised day price has to be done by yourself, with your e-ID and pin code and a card reader via the website of Kind & Gezin or via the Day Care Reception Desk at City Hall. [7]

KU Leuven Day Care Centres

The KU Leuven Day Care Centres offer day care for a subsidised price. For these day care centres you also need to register through the web page www.kinderopvangleuven.be. They

are open to everyone, but priority is given to children of KU Leuven staff and KU Leuven students. Make sure to mention this in your application.
admin.kuleuven.be/personeel/english/day_care_centres

The KU Leuven day-care centres are:

Open from 7.30 a.m. to 6.30 p.m.:

- Peutertuin: De Croylaan 8, 3001 Heverlee
T 016 32 24 52
- Babyhome: Herestraat 49, 3000 Leuven
T 016 33 08 60
- De Villa: Tervuursevest 105, 3001 Heverlee
T 016 23 32 58
- Boomhut (Grootpark): Weligerveld 4
3212 Pellenberg
T 016 46 31 12
- Wollewei (Grootpark): Weligerveld 3
3212 Pellenberg
T 016 46 31 12

Open from 6.15 a.m. to 8.15 p.m.:

- Kabouterberg:
Herestraat 49
3000 Leuven
T 016 33 08 60

DAY CARE FOR CHILDREN FROM 2,5 TO 12 YEARS OLD (OUTSIDE SCHOOL HOURS)

Several organisations provide extra-curricular day care. A list of all these day care centres is also available at >

Playgrounds Youth Department City of Leuven	Basic price	Families with more than 3 children	Low income	Not resident in Leuven, Hever- lee, Kessel-Lo, Wilsele or Wijgmaal
Full day	€ 6	€ 5	€ 1,20	€ 7,5
Half a day	€ 3	€ 2,5	€ 0,60	€ 3,75

www.kinderopvangleuven.be. Select 'age 2,5 to 12 years old' in your search to get the correct search results.

DAY CARE FOR SICK CHILDREN

Day care at home for sick children is provided by several organisations. A qualified childminder will come to your house, so you can rest assured that your child will be taken care of while you go to work. Your child has to have been examined by a doctor and you will need to fill out the necessary documents. Some initiatives will charge you a fee based on your income. A list of services and detailed information is available at www.kinderopvangleuven.be, 'care ill child'.

Playground activities during school holidays

YOUTH DEPARTMENT – CITY OF LEUVEN

Volunteering adolescents supervise and entertain the children during school breaks in different settings.

Playgrounds:

- Easter holidays and summer holidays.
- In Leuven, Heverlee, Kessel-Lo and Wilsele.
- For children aged 3 to 15, in age groups.
- For half a day or a full day.
- No reservation is needed.
- For prices, see table above

Thematic weeks 'ReTTeKePReT'

- Carnival and Autumn holidays.
- A week from Monday to Friday within a central theme.
- For children aged 4 to 13, in age groups.
- Full days from 9:00 a.m. to 4:30 p.m.
- You need to make reservations beforehand.
- Prices vary according to type of activities.

The child needs to obtain a youth pass first for € 5 at Jeugdcentrum Vleugel F. You can also register online: leuven.kwandoo.com. [8]

DON BOSCO PLAYGROUND

During the summer holidays, the children of KU 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 Social Service (see p.109).

SPORT CAMPS UNIVERSITY SPORTS CENTRE

University Sports Centre of KU Leuven organises sports activities for all children from 8 to 16 years old during two weeks in July and August at the price of € 70 or € 85

[2] ONTHAALBUREAU INBURGERING LEUVEN

Ladeuzeplein 17
3000 Leuven
T 016 47 43 11
onthaalbureau.leuven@vlaams-brabant.be



[3] INTERNATIONAL SCHOOL LEUVEN (ISL)

Proximus Campus
Geldenaaksebaan 335
3001 Heverlee
www.isleuven.org



per week. In order to participate you need to purchase a sports card. (see p. 76)

www.kuleuven.be/sport (click sports offer – sports camps for kids)

Babysitting services

Babysitting Services
of the “Gezinsbond”

Parents interested in making use of this service can consult the Gezinsbond's database for a list of 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. If your child is born in Leuven, you automatically become a member for one year free of charge. If this is not the case, your family can join for € 40 and enjoy all the benefits. [9]

www.gezinsbond.be/
kinderoppasdienst



© Layla Aerts

[4] **DE BAKERMAT**

Diestsesteenweg 49
3010 Leuven
T 016 20 77 40
debakermat@bakermat.be
www.debakermat.be

[5] **K&G VLAAMS-BRABANT EN BRUSSEL**

Diestsepoort 6 P.O. Box 56
3000 Leuven
T 016 21 05 11
secr.vlaamsbrabantenbrussel@kindengezin.be
www.kindengezin.be

[6] **HUIS VAN HET KIND**

Savoyestraat 4
3000 Leuven
T 016 27 24 90
www.huisvanhetkindleuven.be

[7] **CENTRUM KINDEROPVANG LEUVEN**

Professor Van
Overstraetenplein 1
3000 Leuven
T 016 27 26 43
info@kinderopvangleuven.be

[8] **JEUGDCENTRUM VLEUGEL F**

Brusselsestraat 61a
3000 Leuven
T 016 27 27 50
www.vleugelf.be

[9] **GEZINSBOND LEUVEN**

Geldenaaksevest 104
3000 Leuven
info@gezinsbondleuven.be
T 0478 24 35 59 (weekdays between 8:30 and 9:00 p.m.)





10

Religion

10.1 On campus

10.2 Religious Contact Points



ON CAMPUS

KU LEUVEN

Religion and Philosophical Diversity Contact Point

KU Leuven has set up a specific contact point to answer any questions you may have about religion or philosophical diversity on campus or in Leuven. You can get in touch with the contact point if: [1]

- you want to reschedule a partial/final exam or class because of a recognized religious holiday (p.57)
- you have any questions relating to your study and/or religion (accommodation, prayer & contemplation rooms, etc.)
- you are experiencing difficulties with your studies due to your religion
- you would like more information about KU Leuven's religion and philosophical diversity policy

University Parish

The KU Leuven houses a Roman Catholic University Parish. It offers a wide range of activities touching upon matters of faith and inter-religious encounters, community building, spiritual life, theological and ethical reflection, solidarity and volunteering (iCare). These activities are open to all KU Leuven students and staff regardless of their cultural, religious or political backgrounds. [2]

KU Leuven Lifestance Network

KU Leuven Lifestance Network is a network of international representatives of many religious and non-confessional lifestance communities and groups active in and around Leuven and its university.

The network's goal is to encourage and engage in innovative collaboration in the service of the human community and its environment. The network favours open and fair dialogue based on mutual understanding and respect and thus hopes to play a role in peace-building and fostering harmony among religions and non-confessional lifestance communities. A further goal is to organize activities and to prepare public statements rooted in shared concerns. [3]



Diwali Celebration © Ivan Vanderbiesen

[1] RELIGION AND PHILOSOPHICAL DIVERSITY CONTACT POINT

Naamsestraat 80
3000 Leuven
T 016 32 95 49
www.kuleuven.be/religion
reldiv@kuleuven.be

[2] UNIVERSITY PARISH KU LEUVEN

Tienestraat 124
3000 Leuven
T 016 32 55 85
www.upinternational.be
up@upar.kuleuven.be

[3] KU LEUVEN LIFESTANCE NETWORK

Tienestraat 124
3000 Leuven
T 016 37 78 13
www.kuleuven.be/lifestance
maryana.hnyp@kuleuven.be



RELIGIOUS CONTACT POINTS

Community/ Organization	Contact Person	Address (Religious) Community	Website/Facebook	E-mail
CHRISTIANITY - ROMAN-CATHOLIC				
DUTCH-SPEAK- ING UNIVER- SITY PARISH	Jacques Haers	Universitaire Pa- rochie Tiensestraat 124 3000 Leuven	www.kuleuven.be/up  UPLeuven	Jacques.Haers@ kuleuven.be
ENLISH- SPEAKING UNIVERSITY PARISH (EUP)	Ewelina Konings	Chapel of Leo XIII Seminary Tiensestraat 112 3000 Leuven	www.kuleuven.be/up/  UP International  KU Leuven	ewelina.konings@ kuleuven.be
FRENCH-SPEAK- ING UNIVER- SITY PARISH	Jacques Haers	Chapel of Leo XIII Seminary Tiensestraat 112 3000 Leuven		Jacques.Haers@ kuleuven.be
ST. KWINTEN'S INTERNATIONAL CATHOLIC COMMUNITY	Bosco Darsi	Naamsestraat 160 3000 Leuven	www.catholicchurchleuven.be  Catholic English Speaking Community of Leuven	youthfuljesus@ gmail.com
SPANISH- SPEAKING COMMUNITY	Juan Carlos Tinjacá	Sint-Michielskerk Naamsestraat 57a 3000 Leuven		juankatin@gmail. com
CHRISTIANITY - ANGLICAN				
ANGLICAN PAR- ISH ST MARTHA & MARY'S	Jack McDonald	Justus Lipsius- college Minderbroeders- straat 15 3000 Leuven	www.anglicanchurchleuven.be	chaplain@angli- canchurchleu- ven.be

Community/ Organization	Contact Person	Address (Reli- gious) Community	Website/Facebook	E-mail
CHRISTIANITY - PROTESTANT				
VERENIGDE PROTESTANTSE KERK LEUVEN	Ernst Veen	Mariakapel Matadilaan 6 3001 Heverlee	www.vpkleuven.be	ernst.veen@telenet.be
ICEL INTERNATIONAL CHURCH OF EVANGELICAL CHRISTIANS IN LEUVEN	Eric Casteel	Chapel of the Pope College Hogeschoolplein 3 3000 Leuven	www.icel.be  ICEL near and far	casteel.eric@gmail.com
ICTHUS LEUVEN	Lara Creemers		www.ichtus.be/Leuven  Ichtus Leuven	leuven@ichtus.be
DEEPER CHRISTIAN LIFE MINISTRY	Oladare Samuel Ariyo	Parkstraat 49 Room AV.91 3000 Leuven	 Deeper Life Campus Fellowship	dlcleuven@gmail.com
CHRIST CENTERED CHURCH	Seth Sakyi-Gyinae	AV Auditoria Complex, Parkstraat 49, 3000 Leuven	www.christcenteredchurchleuven.com  CCCLeuven	sethbel@hotmail.com
CHRISTIANITY - ORTHODOX				
RUSSIAN ORTHODOX CHURCH	Veronika Androsova	Tervuursestraat 56 3000 Leuven (first floor)		nikaandr@inbox.ru
HUMANIST MOUVEMENT				
DEMENS NU	Patrick Bruggeman	Huis Van De Mens Tiensevest 40 3000 Leuven	www.demens.nu	leuven@demens.nu
INTERCONFESIONAL				
GRENZEN-BEWEGEN LEUVEN	Bart Massart		grenzenbewegenleuven.be	bart.massart1@telenet.be

Community/ Organization	Contact Person	Address (Reli- gious) Community	Website/Facebook	E-mail
JUDAISM				
OHEL YACH- DAV – LEUVEN HAVURAH	Brian Doyle		www.ohelyachdav.be  Ohel Yachdav	info@ohelyachdav.be
ISLAM				
IMBAL STUDENT MOSQUE	Saba Safdar	Rijschoolstraat 23 3000 Leuven	www.imsal.be  IMBAL Leuven	info@imsal.be
AL-FATEH MOSQUE		Penitentieren- straat 33 3000 Leuven		
AL-IHSAAN MOSQUE		Kolonel Begaultlaan 45 3012 Wilsele		www.alihsaan.be
HINDUISM				
HINDU COMMU- NITY LEUVEN	Markus Fobelets		www.hinduforum.be	markusfobelets@hotmail.com
BAHÁ'Í				
BAHÁ'I COMMU- NITY LEUVEN	Magda Van Opstal		www.bahai.org	MagdaCarola@outlook.com





Safety – What if things go wrong?

- 11.1 Police and safety
- 11.2 Safety and security on campus
- 11.3 Social and legal aid
- 11.4 Harassment
- 11.5 Discrimination



POLICE AND SAFETY

The police department is in charge of maintaining law and order. Police officers are there for your safety whenever you need them. You are encouraged to report incidents to the police, for example if your bicycle has been stolen, if you are involved in a traffic accident, etc. You can also alert one of the city guards in the street, you can recognise them by their purple jacket with the print 'gemeenschapswacht'. You can contact the Police Headquarters 24/7. [1]

Police Officer for Student Affairs

The Police Officers for Student Affairs, Dorien Goos and Stephanie Homans (for international students), are there to facilitate contact between the institutions of higher education and the police department, they coordinate and mediate if necessary. You may contact them to report problems, to



request information on regulations, to inform about your registration at the Foreigners Office, etc. [2]

You can find them at:

- LOKO, 's Meiersstraat 5: Tuesdays from 12:00 noon to 2:00 p.m. (or by appointment).
- De Moete, Celestijnenlaan 200p, 3001 Heverlee: Every two weeks on Mondays from 12:00 noon to 2:00 p.m. (or by appointment).

You can find Stephanie at:

- Pangaea Lounge,

Vesaliusstraat 34: Every two weeks on Tuesdays from 12:00 noon to 2:00 p.m. (or by appointment).

Some tips for your personal safety

Going out? Watch your belongings!

- Take special care of your passport and travel documents and keep them in a safe place. Make sure to have a photocopy of all these documents.
- We strongly advise against carrying large amounts of

Safety – What if things go wrong?



- cash with you. It is safer to pay electronically.
- When you go out or when you are in crowded places, look after your purse, mobile phone, coat and keys. Keep them in a tightly closed handbag, purse or inside pocket. Carry your handbag between arm and body and never on your back. Keep the bag securely closed, with the clasp on the inside.
- If you have a car, always lock the doors and don't leave any valuables inside.

Careful with alcohol!

- Leuven is rightly famous for its beers, but don't forget you can get a fine for public drunkenness. Belgian beers are often stronger than the ones you might be used to, so be moderate and drink a sufficient amount of water or non-alcoholic beverages in between.
- Drinking alcohol in the street and in public places is not allowed between midnight and 8:00 a.m., but of course this does not mean you cannot have a drink on a cafe's terrace.
- Drinking and driving (also with a bicycle) do not mix: having more than 0.5 per mille alcohol in the blood is a punishable offence.
- Take good care of your friends and do not abandon each other, especially in case of excessive alcohol consumption.

Be considerate of the neighbourhood.

- Respect the inhabitants' right to a quiet night's rest at all times. In order to prevent public nuisance there is a police regulation. Keep things quiet and clean as you go out at night, so you won't risk a fine.
- If you have a problem with your neighbours, discuss it

with them first. You can also get free assistance from a neighbour's mediator.

How to prevent robbery?

- Lock all outside doors (with a key) and deadlock windows when you are not at home.
- Don't leave the front door open for friends who will arrive later.
- Make sure your television, electronical equipment, notebook and other valuables can't be seen through a window and never leave cash or credit cards lying around.
- Take valuable goods with you when you leave for the weekend or put them away in a safe place.
- Give your room/house a lived-in appearance while away.
- Do not hide your keys in those typical 'secret' places such as under a doormat, in a flower pot, etc.
- Marking of valuable goods makes it much easier to identify stolen goods afterwards. It is recommended to keep an inventory of serial numbers of appliances, IMEI number of your cell phone and MAC code of your laptop. For that purpose you may use the registration card to be found on the website of the >



Leuven police.

- If, in spite of all precautions, you become the victim of robbery, file a declaration with the police as soon as possible!

SAFETY AND SECURITY ON CAMPUS

KU Leuven and UC

Leuven-Limburg

In case of an emergency or an accident on campus, you must call the 24-hour KU Leuven emergency

number for a fast and efficient aid of the right auxiliary services (police, fire department, medical assistance). You can use the emergency phones available in every building on campus to dial 2222. You can also mail them. [3]

LUCA School of Arts -
Campus Lemmens

During office hours you can contact the front desk in case of emergency: T 016 23 39 67. After hours, you should call the emergency services

[1] LEUVEN POLICE HEADQUARTERS

Philippsite 4
3001 Heverlee
T 016 21 06 10
pz.leuven@police.belgium.eu

LEUVEN LOCAL POLICE OFFICE

Grote Markt 8
3000 Leuven
T 016 21 09 00
Weekdays from 9:00 a.m. to 7:00 p.m., Saturdays from 10:00 a.m. to 6:00 p.m.

[2] POLICE OFFICERS FOR STUDENT AFFAIRS

pz.leuven.student@police.belgium.eu
T 0498 74 74 01

[3] EMERGENCY NUMBER KU LEUVEN (24/7)

Willem de Crolylaan 40
3001 Heverlee
T 2222 (from a campus phone) or
016 32 22 22
noodnummer@kuleuven.be
bewaking@tech.kuleuven.be

[4] SOCIAL SERVICE

Naamsestraat 80
3000 Leuven
T 016 32 44 28
socialservice@kuleuven.be
www.kuleuven.be/socialservice

[5] STUDENT LEGAL SERVICE

Naamsestraat 80
3000 Leuven
T 016 32 44 31
studentlegalservice@kuleuven.be

directly.

SOCIAL AND LEGAL AID

For all students

The Social Service strives to ensure that every student can study without worry. We want to be a stepping stone where you can ask any practical, legal or financial questions related to your stay as a student in Leuven. We can also lend you a sympathetic ear if you are experiencing personal or emotional difficulties. The consultation is free of charge and confidential. You don't need to make an

appointment. [4]

The Legal Service provides information and assistance on legal matters in civil and criminal law. You need to make an appointment first. [5]

For staff

Staff members are expected to request assistance of existing public services in these matters. You can always contact your HR department for more information. Relevant public services:

Justitiehuis

Justitiehuis offers low threshold legal advice. [6]

CAW Leuven

CAW is an organisation where you can ask any question of a practical, legal or financial nature and where you can turn to in crisis situations. [7]

[6] JUSTITIEHUIS

Arnould Nobelstraat 44
3000 Leuven
T 016 30 14 50
www.justitiehuizen.be/leuven

[7] CAW LEUVEN

Redingenstraat 6
3000 Leuven
T 016 21 01 00
www.cawoostbrabant.be

[8] MELDPUNT DISCRIMINATIE

Diestsesteenweg 104F
3010 Leuven
T 016 27 26 00
meldpunt.discriminatie@leuven.be

will listen to you and walk you through the different options. You can contact the helpdesk in various ways:

- T 016 37 37 37
- grenoverschrijdendgedrag@kuleuven.be
- online form: admin.kuleuven.be/thema/gg/behaviour

UC Leuven-Limburg

- **Students:** Student Office on campus
www.ucll.be/international/student-services/student-support/personal-support
- **Staff:** designated co-worker on campus, list via the intranet after login

LUCA School of Arts – Campus Lemmens

- **Students** can turn to the Ombudsman (see p. 55)
- **Staff** can contact the institution's confidant walter.mommaerts@luca-arts.be

DISCRIMINATION

Belgium has a coordinated network of anti-discrimination centres that work to prevent and remedy all forms of discrimination based on sexual preference, disability, age and ethnicity in housing, employment, education, and public >



services. If you are the victim of discrimination in Leuven, you can contact the local Leuven centre: Meldpunt Discriminatie. [8]

KU Leuven

Students and staff can report complaints and suggestions related to gender and diversity through a website form. Incoming messages will be listed and treated anonymously.

www.kuleuven.be/diversiteit/diversity/diversity/Pages_diversity/helpdesks

UC Leuven-Limburg

UC Leuven-Limburg staff members are referred to a designated trusted person on campus, whereas students must contact the student office at their campus. (See p. 109).

LUCA School of Arts – Campus Lemmens
(See p. 109).



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Leaving
Leuven



LEAVING LEUVEN – BELGIUM

Before leaving Belgium permanently, you will need to take care of some administrative formalities and practical issues.

1. De-register at City Hall.

Please don't forget to de-register at the City Hall of your place of residence in Belgium. This is very important. If you neglect to properly close your file upon departure, this can have a negative impact, e.g. on any future visa applications for the Schengen countries. Non-EAA nationals, who have to make stopovers in the Schengen territory during their trip back home, have to contact their institution. More information:

[www.kuleuven.be/english/admissions/
travelling/idcard](http://www.kuleuven.be/english/admissions/travelling/idcard)





- UC Leuven-Limburg: Students can contact International Office on campus.
- LUCA School of Arts – Campus Lemmens: international@luca-arts.be

2. For staff members:

Please inform your HR department, so that they can inform you on other matters (e.g. immigration formalities, social security, taxes, transfer of retirement and/or unemployment rights to other EEA-countries, etc.) For KU Leuven: hr-international@kuleuven.be

3. Reclaim the deposit of your room/apartment/house. See p. 26

4. Stop your insurance.

Contact your health insurance fund/insurance company for more information, as procedures may differ.

5. Forward your mail.

You can use the B-Post service 'Do My Move'. Mail that arrives at your old Leuven address can be sent to your new address abroad during a certain period. www.bpost.be/nl/domymove

6. Return your (rented) bicycle. See p. 46

To Velo or to your institution (e.g. in case of 2WD for staff members).

7. Bring furniture to Spit and large domestic waste to a recycling centre. See p. 40 and 42

8. Ship your goods back home.

Check www.goudengids.be for shipping companies.

9. Close your bank account.

Contact your bank for more information, as procedures may differ.

10. Contact the tax administration if you are still expecting a tax rebate. See p. 44

11. Keep in touch via the alumni network

alum.kuleuven.be/eng/alumnichapters/international-chapters

www.luca-arts.be/onze-alumni-jouw-netwerk



© William Murphy



13

Belgium for Dummies





BELGIUM FOR DUMMIES

By Prof. Emmanuel Gerard

Beautiful historical cities, belfries and cathedrals, all bear witness to a rich past. Belgium is a young country with an old history and, for many today, an uncertain future. It came into being in 1830, within borders that went back to the 16th century. Belgium and the Netherlands, a coastal region also called the Low Countries, are situated at the mouth of the Scheldt, the Meuse and the Rhine. For centuries this region was contested between the German emperor and the French king and for that reason it became the “battlefield of Europe”. In the 15th century the Dukes of Burgundy united different medieval principalities and created a third player between the two great powers which was subsequently taken over by the Habsburg dynasty. The Seventeen Provinces as they were called were then torn apart in the 16th century by the wars of religion. The Revolt against Spanish rule resulted in the rupture of the

Low Countries: in the North the Dutch Republic came into being, dominantly Calvinist, today the Netherlands; the South remained Catholic under Spanish Habsburg rule and became later Belgium.

After the fall of Napoleon in 1815 there was a short-lived reunion of Belgium and the Netherlands, but solidarity was lacking. Catholics and liberals in the South revolted against the Dutch King William I and so Belgium came about. The national motto “L’Union fait la force” is reminiscent of that founding coalition. Belgium was given a most liberal constitution, a model in its time, and the Catholic Church

regained freedom of action. The new state became a monarchy and with Leopold I a new dynasty appeared on the European stage. From the start the young nation faced some divisions that undermined its cohesion. A language border runs across the country. In the northern part of Belgium, today called Flanders, the vernacular language has always been Flemish or Dutch; a language that Flanders has in common with the Netherlands. In the southern part of the country, today known as Wallonia, French is the official language. This linguistic duality created tensions. In the 19th century language use in Belgium was



free, but public life was dominated by French, even in Flanders, for French was a European language of culture and the Flemish elite also spoke the language of Molière. The discrimination of the Flemish speakers gave rise to the creation of the Flemish movement. Legislation gradually regulated the public use of language and in the first half of the 20th century Dutch became the official language in Flanders. Today, Belgium has four language regions. Brussels capital is bilingual, Flanders is unilingual Dutch, Wallonia unilingual French, with the exception of a small German speaking territory in the east. In the course of

this process the national political parties split in two.

However, Belgium not only faced a division along language lines but also an economic divide. From the early 19th century the Liege region and Hainaut province were caught up in a process of industrialization, thanks to the presence of coal and iron. The Walloon provinces developed as an industrial stronghold on the continent and made pre-war Belgium one of the most important industrial nations in the world. The Flemish provinces, on the contrary, stayed rural and agricultural for many years and wealth grew at a slower pace. In the second half of the 20th century,

when the old industrial regions declined, the roles were inverted. Thanks to its position near the sea and due to huge investments of multinationals, Flanders could work its way up to become one of the wealthiest regions on the continent. Antwerp is one of the most important ports in the world. Since cultural and economic factors combined to accentuate their different characters, Flanders and Wallonia grew apart. This evolution has led, since the seventies, to a series of state reforms that have eventually made Belgium a federal state. As a result and due to the fragmentation of the political parties, the formation of a >



federal government has become a work of acrobatics.

This evolution also had important consequences for the University of Leuven. Being the oldest university of the Low Countries, its origins going back to 1425, it once counted famous humanists such as Desiderius Erasmus and Andreas Vesalius among its professors. After Belgian independence the university was first a francophone institution, then a bilingual one, and finally, in 1968, it split into two parts: the KU Leuven in the Flemish city of Leuven, the francophone Université Catholique de Louvain moved to Louvain-la-Neuve, a new town on the other side of the language border. Despite the split the KU Leuven remained a

prominent university in Europe. Belgium was an important theatre in the First World War. In 1914, the Belgian army was pushed back by the German aggressor behind the river IJzer. Commanded by King Albert I, it was able to stand its ground for four years with French and British support. Flanders Fields is a strong image for the British people, even an almost sacred place, where many hundred thousand soldiers from the Commonwealth fell in the Ypres Salient. The war graves of the Commonwealth are silent places of remembrance and worth a visit. The Menin Gate in Ypres has the names of more than 50.000 missing soldiers inscribed on its walls. Ever since 1928 the Last Post has been sounded in the

evening as a moving tribute to the many war victims. It was not only the “Westhoek” that was severely hit by the war, but also many historical cities in the interior did not remain unscathed. Large parts of Leuven went up in flames in the summer of 1914. The Saint-Peter Church and the late-Gothic city hall were saved as if by miracle, but the university library, in the medieval cloth makers’ hall, was completely destroyed. With American funding a new library was built after the war on the Ladeuzeplein. The Old Market Place looks old, but is no more than a replica built after 1918.

Belgium is a small country with a surface of only 30.500 km², but from the end of the 19th century



© Ivan Vanderbiesen

up to 1962, it played a remarkable role in the European colonial expansion. Leopold II created the Congo Free State, which he governed as an autocrat for more than 20 years. Today he is first and foremost remembered for the atrocities the Free State committed in that part of Africa. In 1908, the Congo became a Belgian colony, 80 times larger than the metropole. When the Belgian Congo gained independence in 1960, without much preparation, the new republic sank almost immediately into a deep crisis, which attracted global attention and competition in a period of Cold War. Patrice Lumumba, the first prime minister of the Congo and an icon for the emancipation struggle of Afro-Asian countries, was murdered in January 1961 and Belgium has recently admitted partial responsibility. Until 1962 Belgium was also UN-trustee for Rwanda and Burundi, which explains why it has been closely involved in the dramatic events of the African Great Lakes Region.

A good 10% of Belgium's inhabitants have a foreign nationality, the number of people with Sub-Saharan origin being rather limited despite the country's colonial past. Other ethnic groups are better represented, such as the Italians, Turks and Moroccans. The immigration of these fellow countrymen goes back to the economic situation

in the decades after the Second World War, between 1945 and 1975. In that period there was a strong demand for labour, first in the coalmines, later in other economic sectors. The province of Limburg for instance has a most diverse ethnic composition as the result of its mining activities in the past and in Beringen you will find the largest mosque in Flanders. Today, Brussels and Antwerp are cosmopolitan cities. Since the seventies Belgium has admitted foreign workers only in limited numbers, but it has hosted many refugees.

Brussels is the seat of numerous international institutions and for that reason is well known abroad. Belgium stood at the cradle of the European integration. Together with the Netherlands and Luxembourg, France, Italy and West Germany, it was one of the founding countries of the European Community for Coal and Steel. Out of this Community grew the Common Market and later the European Union. Belgium reasoned that small countries could only win through cooperation and for that reason it has always advanced further steps in the integration process, although currently Belgian public opinion is experiencing a wave of Euro-critical thinking. Brussels became the capital of the key European institutions, seat of the European Commission and



the European Parliament (which moves to Strasbourg in France for some of its activities). The first permanent president of the European Council was a Belgian politician, Herman Van Rompuy. In the sixties the seat of NATO was also transferred to Brussels. As an international centre the capital hosts many international summits but also finds itself centre stage for many demonstrations.

Today, in widening circles, there is growing concern about the future of this country. The process of state reform has created a complex federal structure, which is considered less efficient. North and South are increasingly heading in different directions. The political instability that is emerging throughout Europe is adding to this uncertainty. However, Belgians are also known for their muddling through. They think: we shall see. And what may seem illogical to the outsider, is actually just right for the Belgians. After all, one of the most important representatives of surrealism is the Belgian painter René Magritte.

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