

# welcome

17/10/2025

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# Matinée d'accueil

des nouveaux membres de  
l'Institut Langage et Communication

# Menu

TO CONSULT THIS PRESENTATION AND OTHERS WELCOME TOOLS IN ILC :  
<https://www.uclouvain.be/en/research-institutes/ilc/the-ilc-welcome-tools>

01

## Welcomespeech

by the President of the Institute, Pierre Fastrez

02

Structure of the ILC and its entities  
within UCLouvain

03

« My state within the ILC »  
short presentation

04

Your research

- CORSCI (scientific staff) & Gender
- Phd (Infocom & LALE)
- Libraries

05

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06

Identification (signature, directory...)

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Website: Key information on ILC's day  
to day business

08

Money Money

09

Events & news



# President's speech



Pierre Fastrez



# Structure of the ILC

02 —

The ILC is made up of the following [units](#):

## 2 research clusters

PLIN and PCOM (corresponding to the RECOM research centre)

## 2 technology platforms

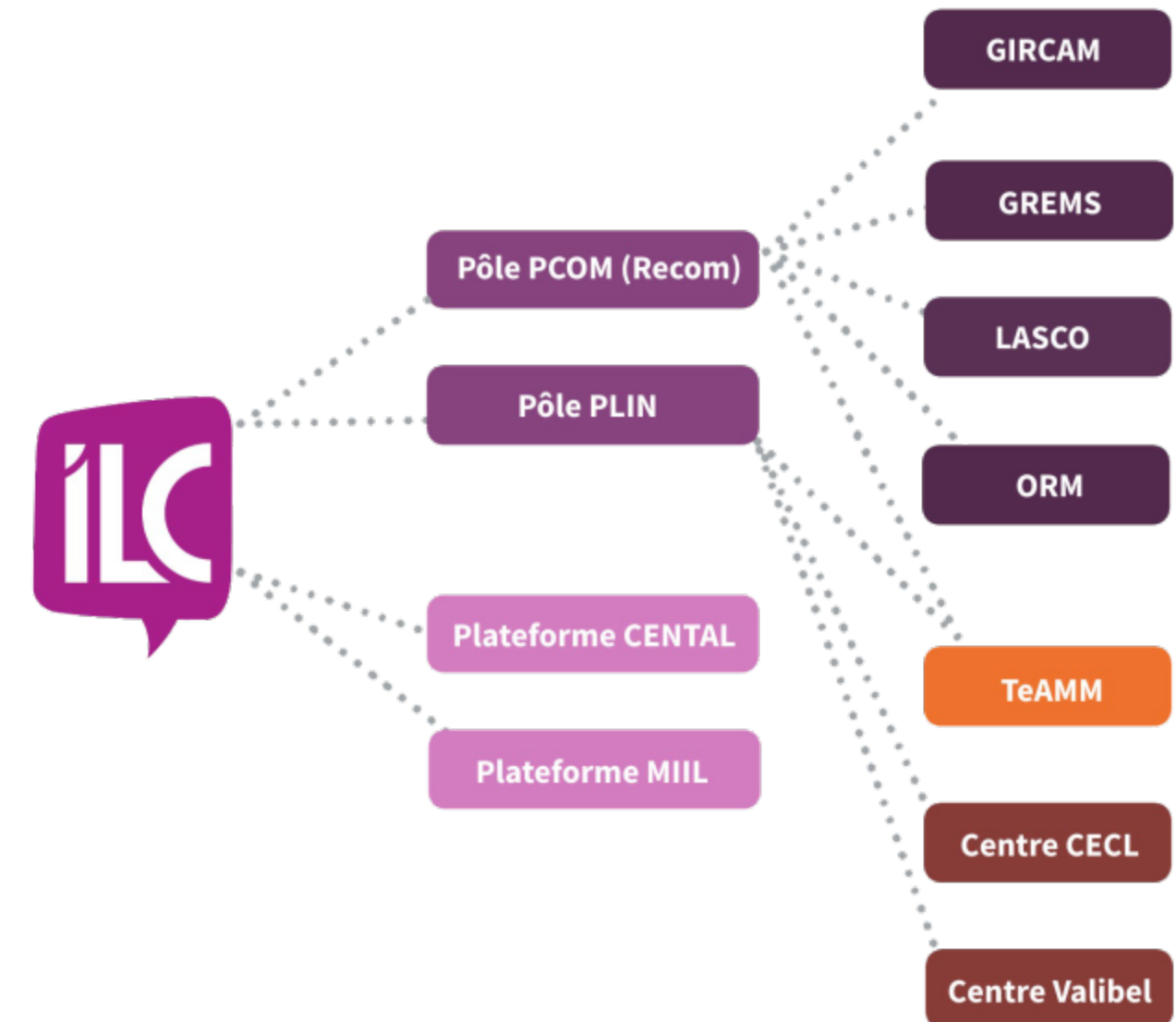
CENTAL and MIIL

## 5 research groups

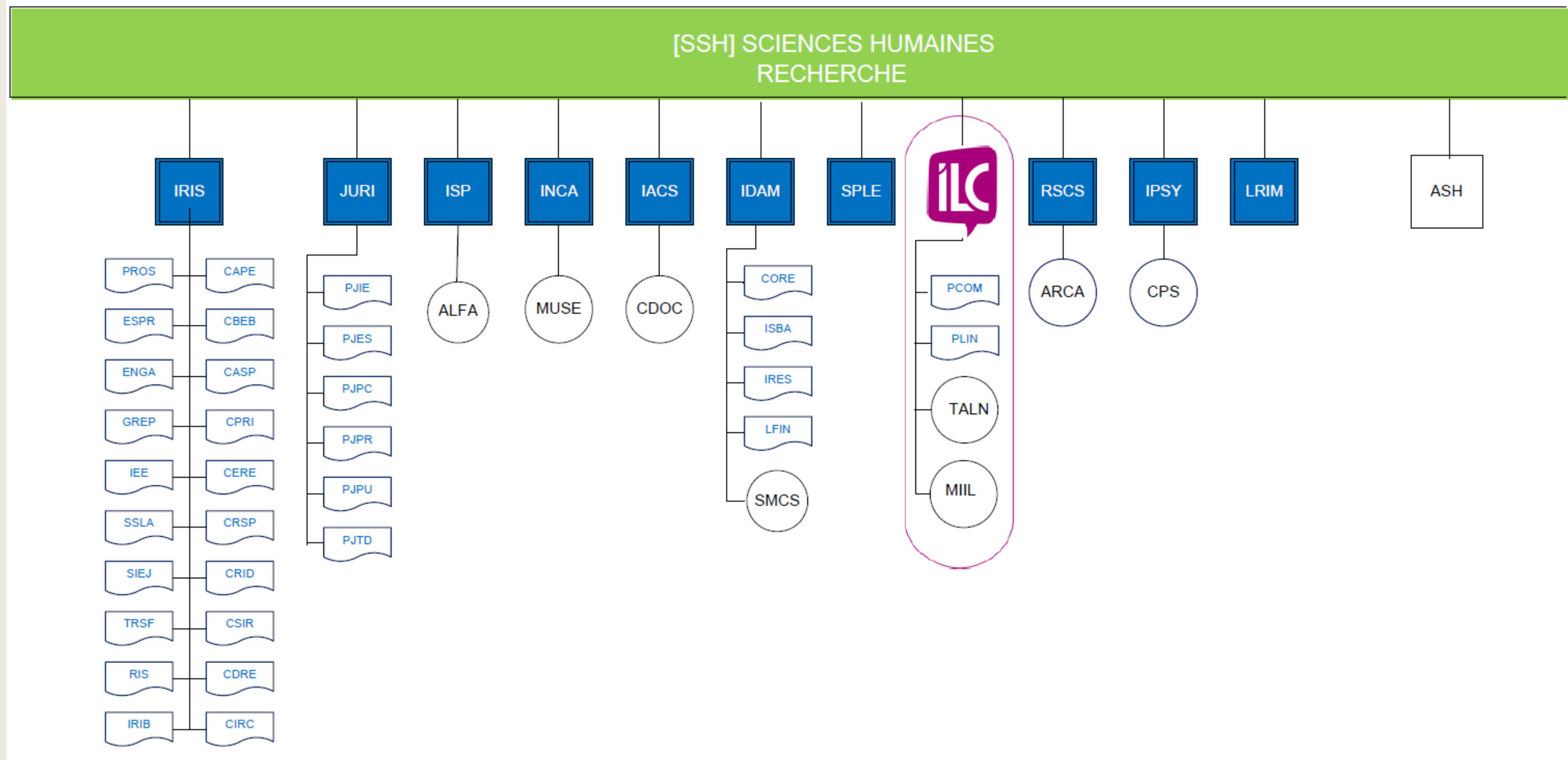
GIRCAM, GReMS, LASCO, ORM and TeAMM

## 2 research centres

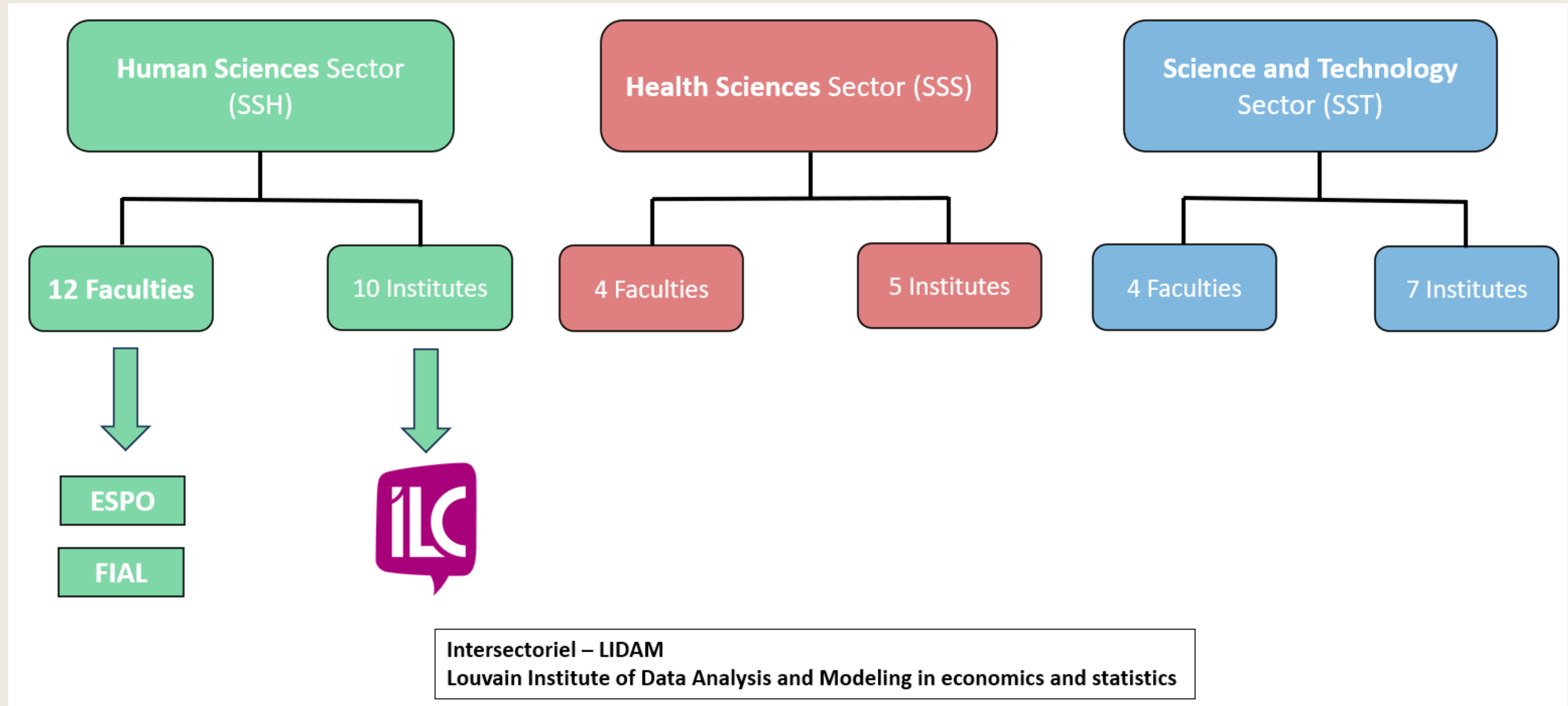
VALIBEL and CECL



# Structure of the SSH



# Structure of the UCLouvain



# ILC ?

## 3 CATEGORIES:

CORA = Academic

CORSCI = Scientific

PAT = Administrative & Technical

## 209 MEMBERS\* :

- 34 academics et perm.FNRS members
  - 120 members of scientific staff
  - 18 administrative and technical team
- } Assigned

- 1 professor emeritus
  - 22 scientific associates
  - 14 affiliated members
- } Affiliated

\*February 2025

# ILC ?

## SEVERAL CITIES:

- Louvain-la-Neuve
- Mons

## SEVERAL BUILDINGS:

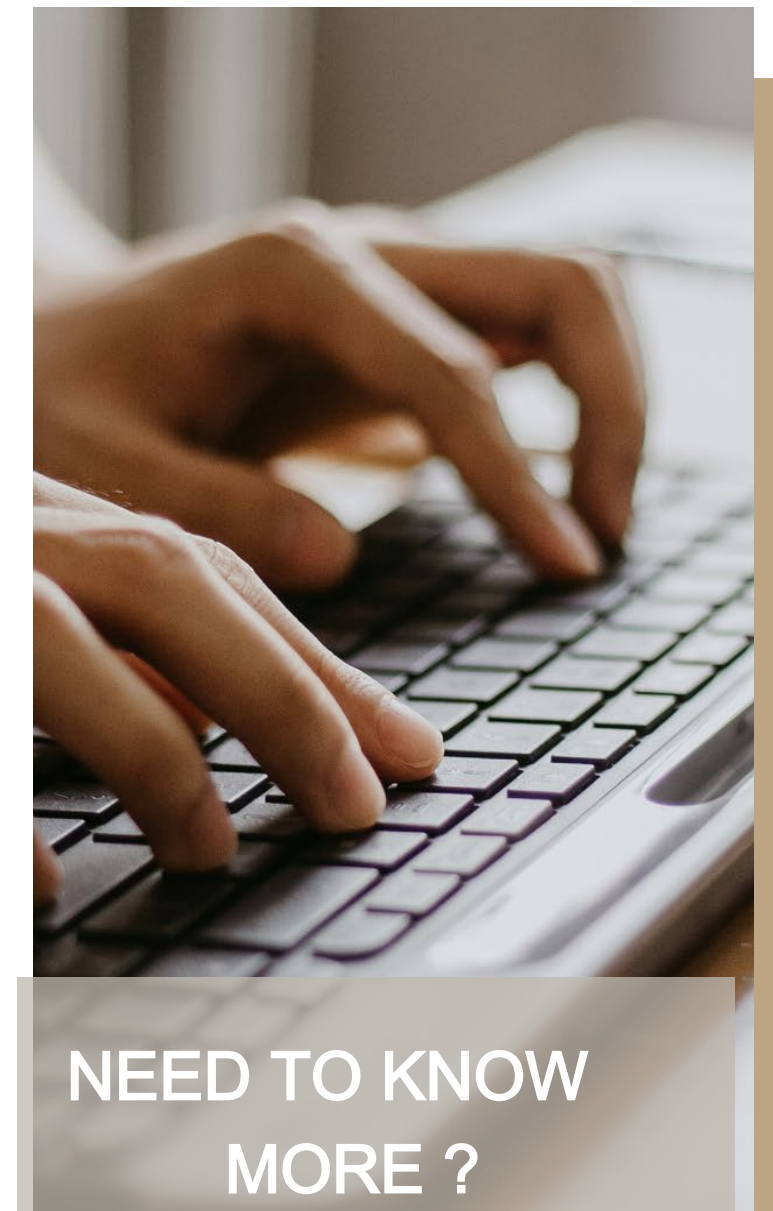
- Erasme : linguistics and didactics
- Mercier/Socrate : didactics
- Dupriez : communication, plateforme Cental & MiiL
- Alice Guy : MiiL Studio
- City of Mons : communication



# Governance

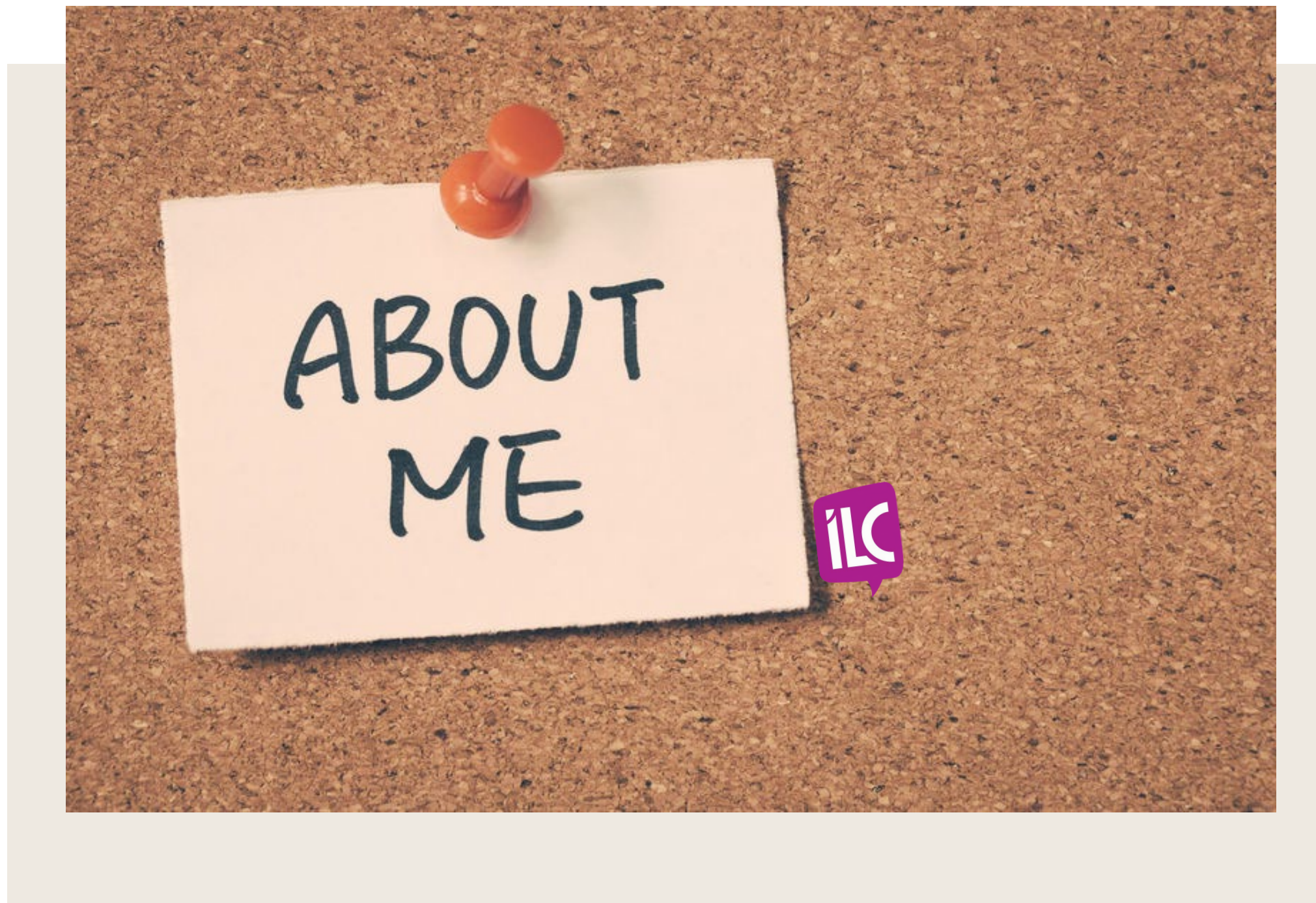


<https://www.uclouvain.be/en/research-institutes/ilc/restricted/ensure-ethics>



<https://www.uclouvain.be/en/research-institutes/ilc/governance>

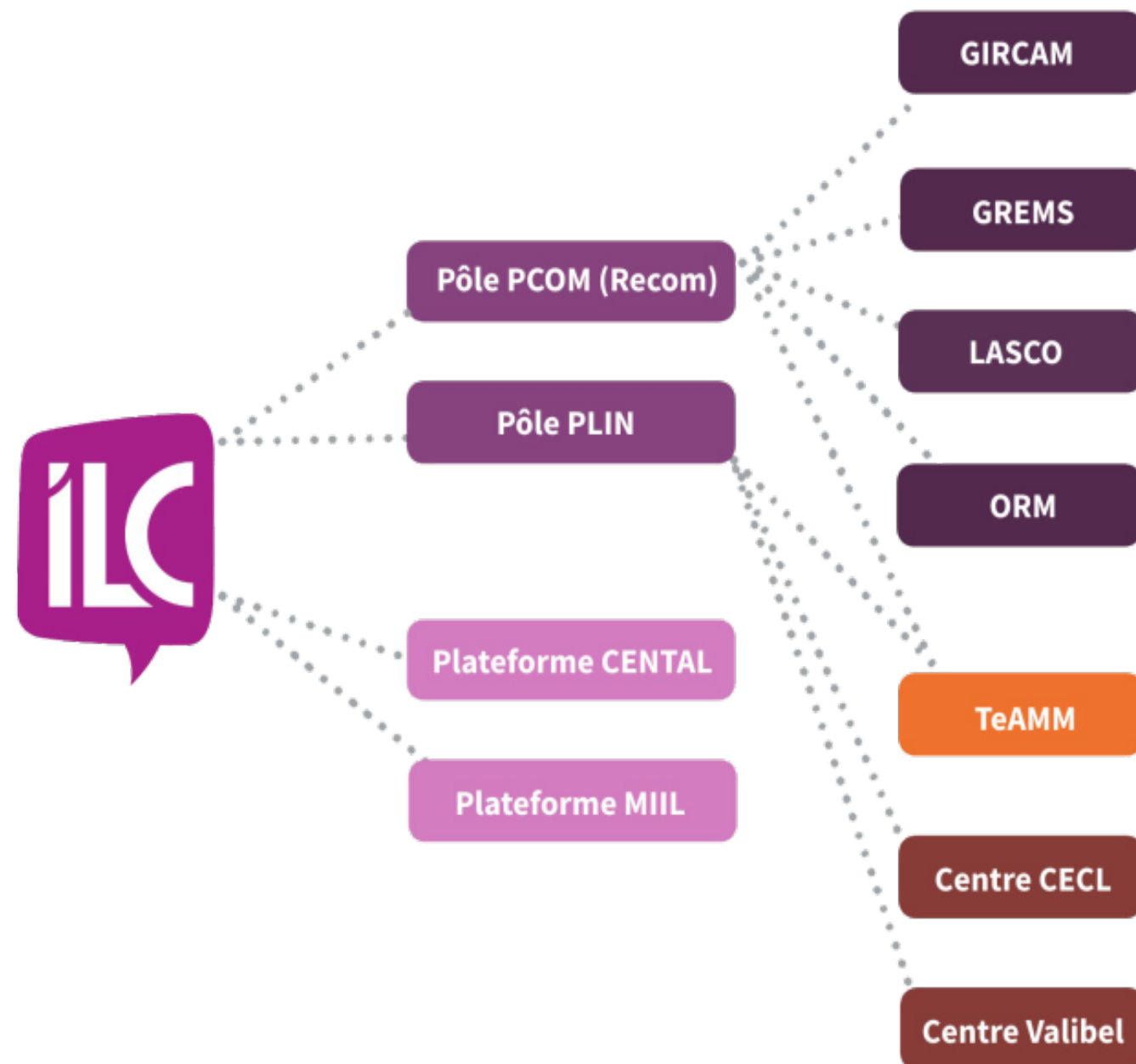
<https://www.uclouvain.be/en/research-institutes/ilc/minutesilc>



 To find out,  
read the brochure



# My state within the ILC ?



| Academics       |                                            |            |
|-----------------|--------------------------------------------|------------|
|                 | UCLouvain                                  | Assigned   |
|                 | Permanent FNRS (by assimilation)           | Assigned   |
|                 | - Qualified researcher                     |            |
|                 | - Senior researcher                        |            |
|                 | - Research Director                        |            |
| Scientists      |                                            |            |
|                 | Permanent Scientist (research logistician) | Assigned   |
|                 | Temporary Scientist (PST = Assistant)      | Assigned   |
|                 | Doctoral Fellow:                           | Assigned   |
|                 | - UCLouvain contract on external credits   |            |
|                 | - FNRS (= aspirant)                        |            |
|                 | Post-doctoral fellow UCLouvain             | Assigned   |
|                 | Research Scientist                         | Assigned   |
|                 | - From external funds (= research fellow)  | Assigned   |
|                 | - FNRS (= research fellow)                 | Assigned   |
|                 | Visiting researcher                        | Affiliated |
|                 | Scientific collaborator                    | Affiliated |
|                 | Self-funded doctoral students              | Assigned   |
| Administratives |                                            | Assigned   |

# 04 — Your research



# The Phd

At ILC :

94 PhDs (01-02-2025)

8 theses defended in 2024 :

<https://www.uclouvain.be/en/research-institutes/ilc/doctoral-thesis>

Register BOTH at the CDD & registration desk (SIC)



## CDD INFOCOM

Contact:

Doctorat-espo@uclouvain.be

General information:

<https://www.uclouvain.be/fr/facultes/espo/commissions-doctorales>

PhD « Information & communication »

## CDD LALE

Contact :

valerie.martin@uclouvain.be

General information :

<https://www.uclouvain.be/fr/facultes/fial/doctorat-langues-lettres-et-traductologie>

PhD « Languages, letters and translation studies »

# CORSCI Board representatives

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## **Pauline Dupret PLIN (Effective)**

I am a PhD student, and I work under the supervision of Philippe Hambye. My research in discourse analysis focuses on nonprofit discourses about prostitution/sex work in Belgium, following the recent decriminalization of sex work.

## **Caroline Robbeets PCOM (Effective)**

I am a PhD student at the GReMS (Research Group on Knowledge Mediation). My research interests are in the fields of media literacy and education. My thesis is focused on the development of critical competences among young people with regard to the interfaces of social network services.

## **Laura Zander PCOM (Substitute)**

I joined the GReMS in 2023 as a teaching assistant in Communication's technologies and as a PhD student. My thesis focuses on the acquisition and development of critical skills regarding generative artificial intelligence.



# CORSCI : our mission

We represent **CORSCI** members within the ILC Board

This **executive body** organizes the life of the institute in terms of research projects, human resources, budget and communication (internal and external).

We are the **interface** between the **Board** and the **CORSCI** ILC members.

Contact us if you have any questions, comments or issues about the work of researchers that we could relay to the Board.

If you have suggestions for projects that would be useful to the CORSCI ILC community, **please contact us**

# CORSCI : contact

HOW TO  
REACH US  
?



## WEBSITE:

<https://www.uclouvain.be/fr/instituts-recherche/ilc/contact-corsci>



## TEAMS:

O365G-CORSCI\_ILC

This is the main channel we use to share information to CORSCI ILC members.

Feel free to join us!



## E-MAIL:

[caroline.robbeets@uclouvain.be](mailto:caroline.robbeets@uclouvain.be)

[pauline.dupret@uclouvain.be](mailto:pauline.dupret@uclouvain.be)

# CORSCI : election

THE 2025-2026 ELECTIONS ARE COMING UP!

WE  
NEED  
YOU!

We have launched a call for candidates to elect **new representatives**

What workload does a representative mandate entail?

- **Board:** 1 meeting every 1,5 month (min 6 times/year)
- **Council** 2 meetings a year (December & June)
- Ensure communication between the Board and the members

# Libraries and learning center

## GENERAL SERVICES

The Libraries and Learning Centers ([BELT](#), [BSPO](#), [FUCaM Mons](#)) offer a wide range of services that facilitate access to its many documents and electronic resources electronic.

- [Access to electronic resources \(Proxy and VPN\)](#)
- [Photocopying, printing, scanning](#)
- [Loan of documents](#)
- [Interlibrary loan](#)
- [Training catalog](#)
- [Collaborative work spaces](#)



# Libraries and learning center

## SPECIALIZED RESOURCES AND SERVICES

Take advantage of the wide range of library resources and specialized services designed to help you and specialized services designed to help you make the most to optimize your use of them.

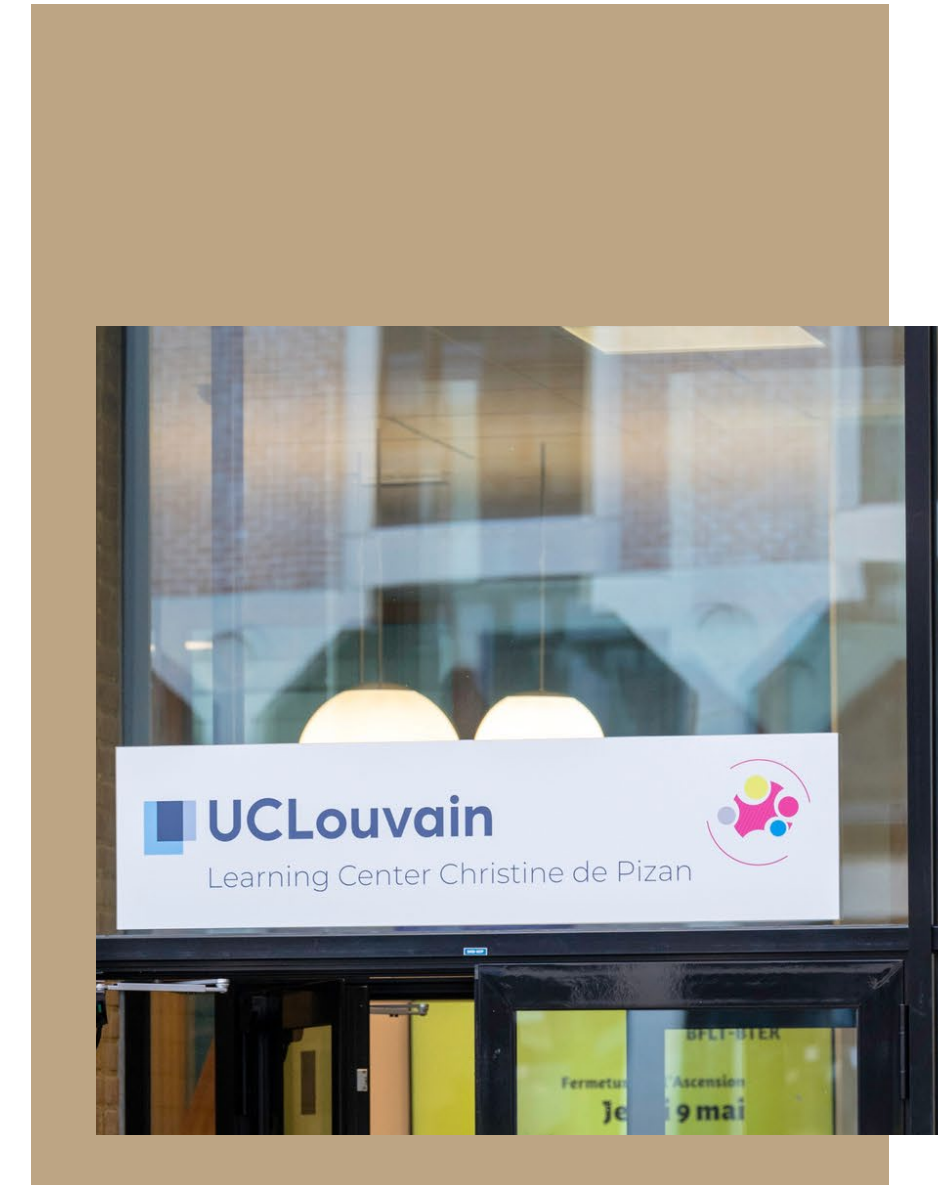
- Monographs (paper, electronic)
- Newspapers and journals (print and electronic)
- [Press](#)
- [Audiovisual and multimedia documents \(Mediatheque\)](#)



# Libraries and learning center

## RESEARCH SUPPORT

- I am looking for online literature: access to the resources of UCLouvain ([catalog of documentary resources of UCLouvain](#))
- I manage my scientific publications: deposit my publications and export my bibliographic lists via [Dial.pr \(institutional repository of UCLouvain\)](#)
- I manage my research data: learn about good practices for managing research data ([Digital University portal](#)) and create a Data Management Plan ([dmponline](#)),  
Contact : [Louise-Amelie Cougnon](#) (ILC)
- I want to train (DIALpr, Open Access, Open data, dmp, etc.) Register for our training courses by visiting the [training catalog](#)
- Contact : [Aurore Wuyts](#) (DIALpr et open access) et [Joëlle Desterbecq](#) (open data, research data and DMP)





# ILC Ethics Committee

## GENERAL

Protection of: data, participants, researcher, project, team...

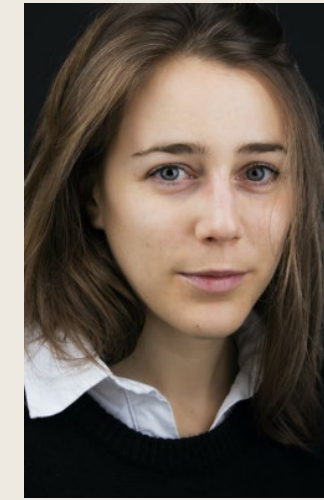
Submit a request (no proactive monitoring)

Triggered by funding, a journal, a partner, etc.

## WHO WE ARE

2 representatives of PCOM: Louise-Amélie Cougnon & Sophie Del Fa

2 representatives of PLIN: Barbara De Cock & Magali Paquot





# ILC Ethics Committee

Information for ▾

lcougnon@uclouvain.be ▾

EN ▾

 Education Research International Campus life The University

Search

Institute for Language and Communication

Welcome ▾

ILC institute ▾

Research units ▾

Research ▾

Who's who ? ▾

Events and news ▾

Publications ▾

MyILC ^

Communication support >

Set up your project >

**Ensure ethics** >

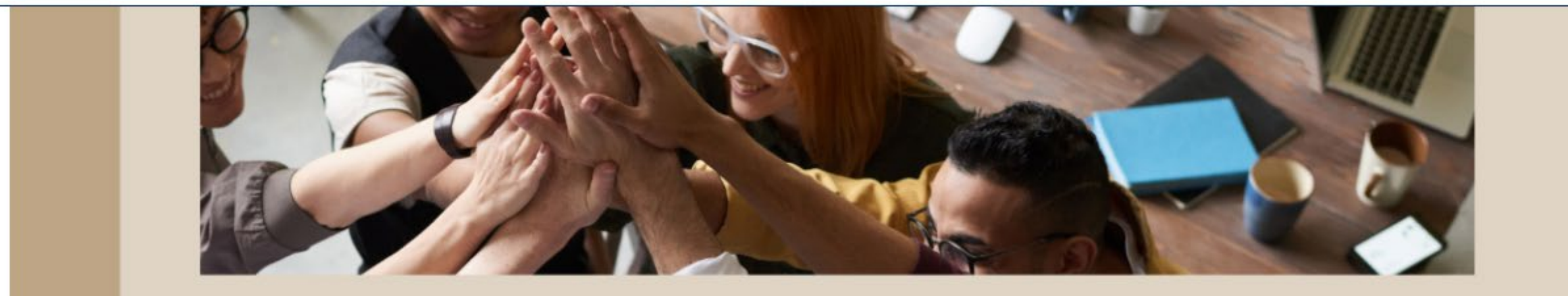
Promote your research >

Learning >

Methodological support >

Use the available tools >

Financial funds >





# ILC Ethics Committee

Information for 

lcougnon@uclouvain.be

 UCLouvain

EducationResearchInternationalCampus lifeThe University

 Search

Communication support >

Set up your project >

Ensure ethics —

Thinking about data ethics >

Thinking about data protection (GDPR) >

Respect gender equality >

Thinking about the carbon impact >

Ask help from the ILC Ethics Committee >

Promote your research >

Learning >

Methodological support >

Use the available tools +

Financial funds >

## Ask help from the ILC Ethics Committee

ilc | Louvain-la-Neuve, Mons

**The ILC Ethics Committee** has been in place since 2021, and serves to assess the **ethical reliability of ILC members' research projects** in linguistics (PLIN) as well as in communication (PCOM), when such an assessment is required by the funder.

From 2023 to 2025, the committee is made up of the following members:

- Cougnon Louise Amélie (PCOM)
- De Cock Barbara (PLIN)
- Del Fa Sophie (PCOM)
- Paquot Magali (PLIN)

To submit an evaluation request to the ILC Ethics Committee, please fill in this **form**. The average response time is **6 weeks**.

[Find out more about the ILC Ethics Committee. \(french version only\)](#)

6 weeks



# ILC Ethics Committee

## UPSTREAM ACTIONS

All researchers: Familiarise yourselves with the ethics of research

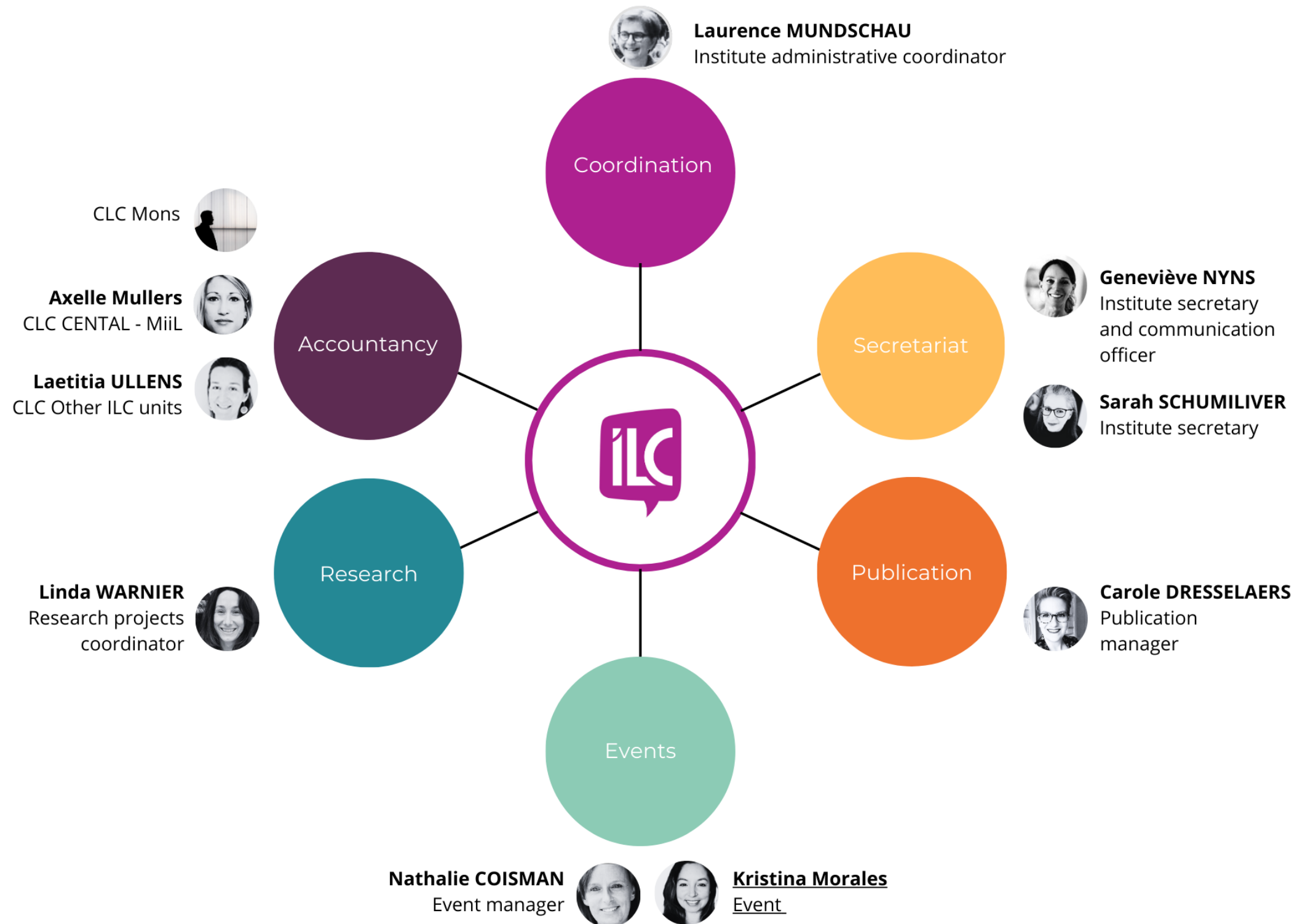
In most cases: Obtain informed consent and anonymise

In most cases: Prepare the data inventory to be submitted to DPO

For larger projects: Use DMPonline



# 05 Administrative team



# Administrative team

where  
are  
we ?



MAIN LOCATION  
ERASME building  
Wing B – 1er floor



Also in  
DUPRIEZ BUILDING  
GROUND FLOOR  
local E.012

# International Welcome Desk

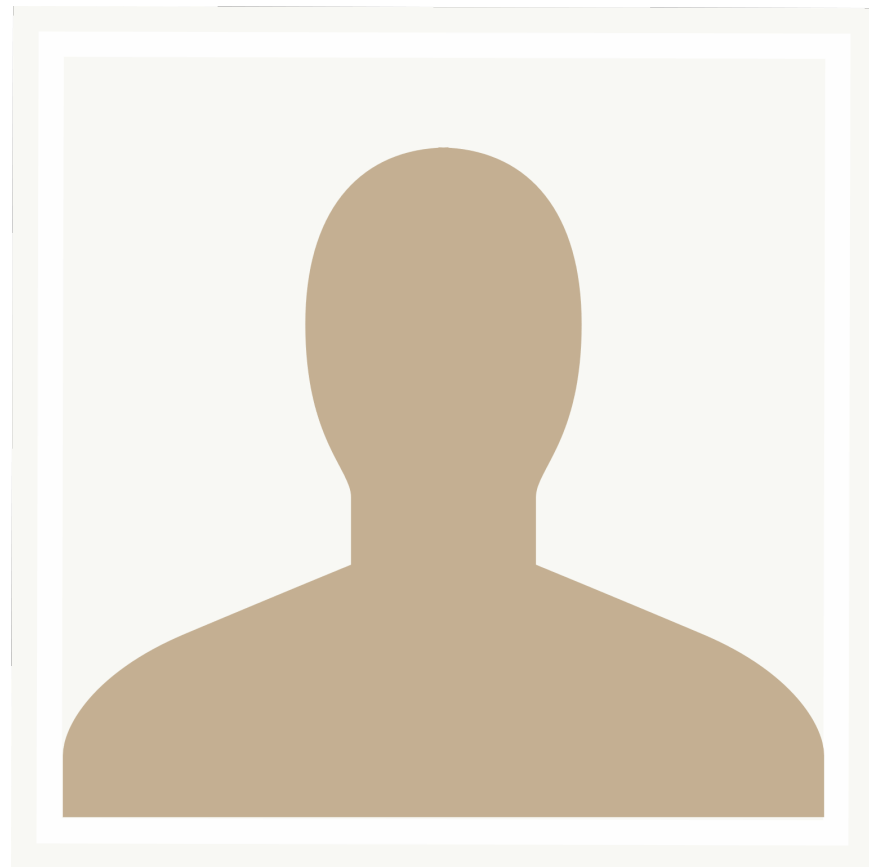


Add to bookmarks

<https://www.uclouvain.be/en/welcome-desk>

<https://www.uclouvain.be/en/ilv/french>

# 06 Identification



 **UCLouvain**  **iLC**  
INSTITUT LANGUE & COMMUNICATION

Je suis

UCLouvain

Formations

Recherche

International

Vie des campus

Université

Administration

Travailler à l'UCLouvain

Centre de service

Vie pratique

Culture & Sport

Communauté

Mes Widgets

Home

+ Ajouter un onglet

+ Ajouter un widget

Répertoires

Vers le répertoire

Centre de service

Vers le centre de service

Mon dossier RH

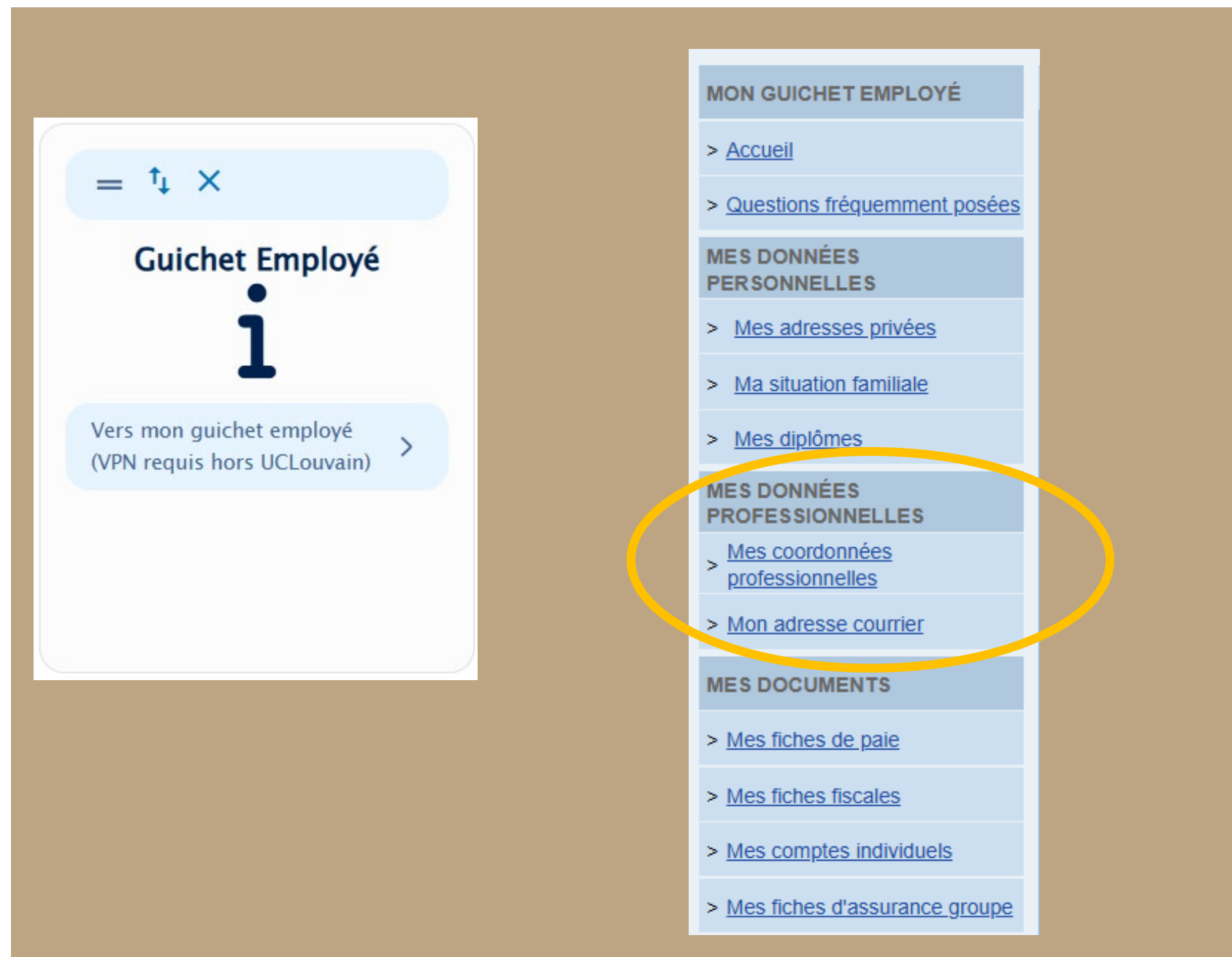
Gérer ma déclaration horaire, mes congés...

Staff

Mise à jour du lien d'appartenance à un pôle

# Professionnal Identification

- Go to your « bureau virtuel »
- Go to “Guiche Employé”
- Fill in « guiche employé mon adresse courrier »



- PLIN : Collège Erasme (SH09) – postal code L3.03.33
- PLIN : Bâtiment Mercier (SH13) – postal code L3.06.02
- PCOM : Collège Dupriez (SH01) – postal code L2.03.02
- PCOM Mons Batiment A – postal code M1.01.01
- CENTAL : Collège Dupriez (SH01) – postal code L2.06.04
- MIIL : Collège Dupriez (SH01) – postal code L2.03.02
- ØMIIL Studio : SH16 – postal code L8.08.01

# Professional Identification

**MON GUICHET EMPLOYÉ**

Bienvenue, Laurence Mundschau [Se déconnecter](#)

**MON GUICHET EMPLOYÉ**

- > [Accueil](#)
- > [Questions fréquemment posées](#)

**MES DONNÉES PERSONNELLES**

- > [Mes adresses privées](#)
- > [Ma situation familiale](#)
- > [Mes diplômes](#)

**MES DONNÉES PROFESSIONNELLES**

- > [Mes coordonnées professionnelles](#)
- > [Mon adresse courrier](#)
- > [Ma fiche surveillance santé](#)

**MES DOCUMENTS**

- > [Mes fiches de paie](#)
- > [Mes fiches fiscales](#)
- > [Mes comptes individuels](#)

**Mon adresse courrier**

'Mon adresse courrier' reprend une des entités où vous travaillez et l'adresse postale (le code de la boîte aux lettres) à laquelle vous recevrez votre courrier. Des rubriques d'aide sont à votre disposition. En cas de difficulté dans l'utilisation de cette interface, veuillez consulter les "Questions fréquemment posées" à gauche de cet écran.

IMPORTANT : Toute modification apportée aux données ci-dessous ne sera visible dans le répertoire UCL que le lendemain de sa mise à jour.

Type d'adresse:

Entité de rattachement:

Bâtiment--Boîte:

Rue: Place Blaise Pascal 1, bte  
Localité: 1348 Louvain-la-Neuve  
Pays: Belgique

SH091--L3.03.02 Collège Erasme--L3.03.02

SH091--L3.03.12 Collège Erasme--L3.03.12

SH091--L3.03.13 Collège Erasme--L3.03.13

SH091--L3.03.21 Collège Erasme--L3.03.21

SH091--L3.03.31 Collège Erasme--L3.03.31

SH091--L3.03.32 Collège Erasme--L3.03.32

SH091--L3.03.33 Collège Erasme--L3.03.33

SH013--L2.03.02 Collège Léon Dupriez--L2.03.02

SH13-153--L3.06.02 Michotte/Socrate/Mercier--L3.06.02

# Professionnal Identification



Liénardy Cyril

Aspirant FNRS

SSH/ILC

Institut Langage et Communication (IL&C)

→ SSH/ILC/PLIN

Pôle de recherche en linguistique (PLIN)

E-MAILS



cyril.lienardy@uclouvain.be

ADRESSE POSTALE



ILC - Collège Erasme  
L3.03.33  
Place Cardinal Mercier 31  
1348 Louvain-la-Neuve

ILC



SH09 - Collège Erasme  
Étage 03 Bureau C 380  
Place Cardinal Mercier 31  
1348 Louvain-la-Neuve



Rotili Lavinia

Assistante

SSH/ESPO

Faculté des sciences économiques, sociales, politiques et de communication (ESPO)

SSH/ILC

Institut Langage et Communication (IL&C)

→ SSH/ESPO/COMU

Ecole de Communication (COMU)

→ SSH/ILC/PCOM

Pôle de recherche en communication (PCOM)

E-MAILS



lavinia.rotili@uclouvain.be

ADRESSE POSTALE



COMU - Collège Léon Dupriez  
L2.03.02  
Ruelle de la Lanterne magique 14  
1348 Louvain-la-Neuve

COMU



SH01 - Collège Léon Dupriez  
Étage 01 Bureau E 125  
Ruelle de la Lanterne magique 14  
1348 Louvain-la-Neuve



Cyril Liénardy

Aspirant FNRS



cyril.lienardy@uclouvain.be

→ SSH/ILC

Institut Langage et Communication (IL&C)

→ SSH/ILC/PLIN

Pôle de recherche en linguistique (PLIN)

Informations

Fonctions et formation

Publications

Enseignement

Interventions et conférences

ADRESSE POSTALE



ILC - Collège Erasme  
L3.03.33  
Place Cardinal Mercier 31  
1348 Louvain-la-Neuve

ILC



SH09 - Collège Erasme  
Étage 03 Bureau C 380  
Place Cardinal Mercier 31  
1348 Louvain-la-Neuve

RÉSEAUX SOCIAUX



LinkedIn

Matinée d'accueil 2025 / Welcome morning 2025

# Graphic chart

The graphic chart and ...

- Email signatures
- PowerPoint presentations
- Headed paper

<https://www.uclouvain.be/en/research-institutes/ilc/restricted/communication-support>

Communication tools inside UCLouvain

<https://www.uclouvain.be/fr/myuclouvain/arec/supports-numeriques>



# E-mail signature

**aurence MUNDSCHAU**  
coordinatrice administrative  
présente les **lundi, jeudi et vendredi**  
collège Érasme, Place Cardinal Mercier, 1 - Bte L3.03.02 - 1348 Louvain-la-Neuve - Belgique  
[urence.mundschau@uclouvain.be](mailto:urence.mundschau@uclouvain.be)  
tél. +32 (0)10 47 85 44 - [www.uclouvain.be/file](http://www.uclouvain.be/file)



**Pierre Fastrez** — Maître de recherches F.R.S.-FNRS  
[L&C](#) > [RECOM](#) | [ESPO](#) > [COMU](#)  
Ruelle de la Lanterne Magique, 14 bte 2.03.02 - B-1348 Louvain-la-Neuve  
tél. 32 (0)10 47 29 14 - Fax 32 (0)10 47 30 44

  
[Réservez une heure pour me rencontrer.](#)

**Lara Burton**  
Assistante  
**ESPO > COMU | ILC > GReMS**  
Bureau d.268  
Ruelle de la Lanterne Magique 14 bte L2.03.02, B-1348 Louvain-la-Neuve  
Tél. 32 (10) 472765 - Fax 32 (10) 473044  
[lara.burton@uclouvain.be](mailto:lara.burton@uclouvain.be)

--  
**Dr. Magali Paquot**  
*FNRS Research Associate*  
Centre for English Corpus Linguistics  
Institut Langage et communication  
Université catholique de Louvain  
Please visit my website:  
<http://perso.uclouvain.be/magali.paquot/>

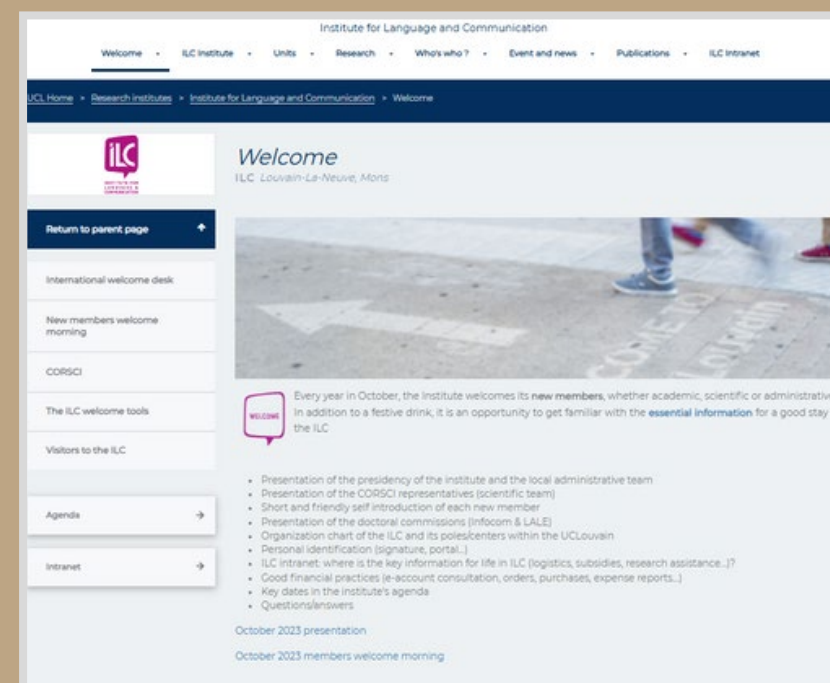
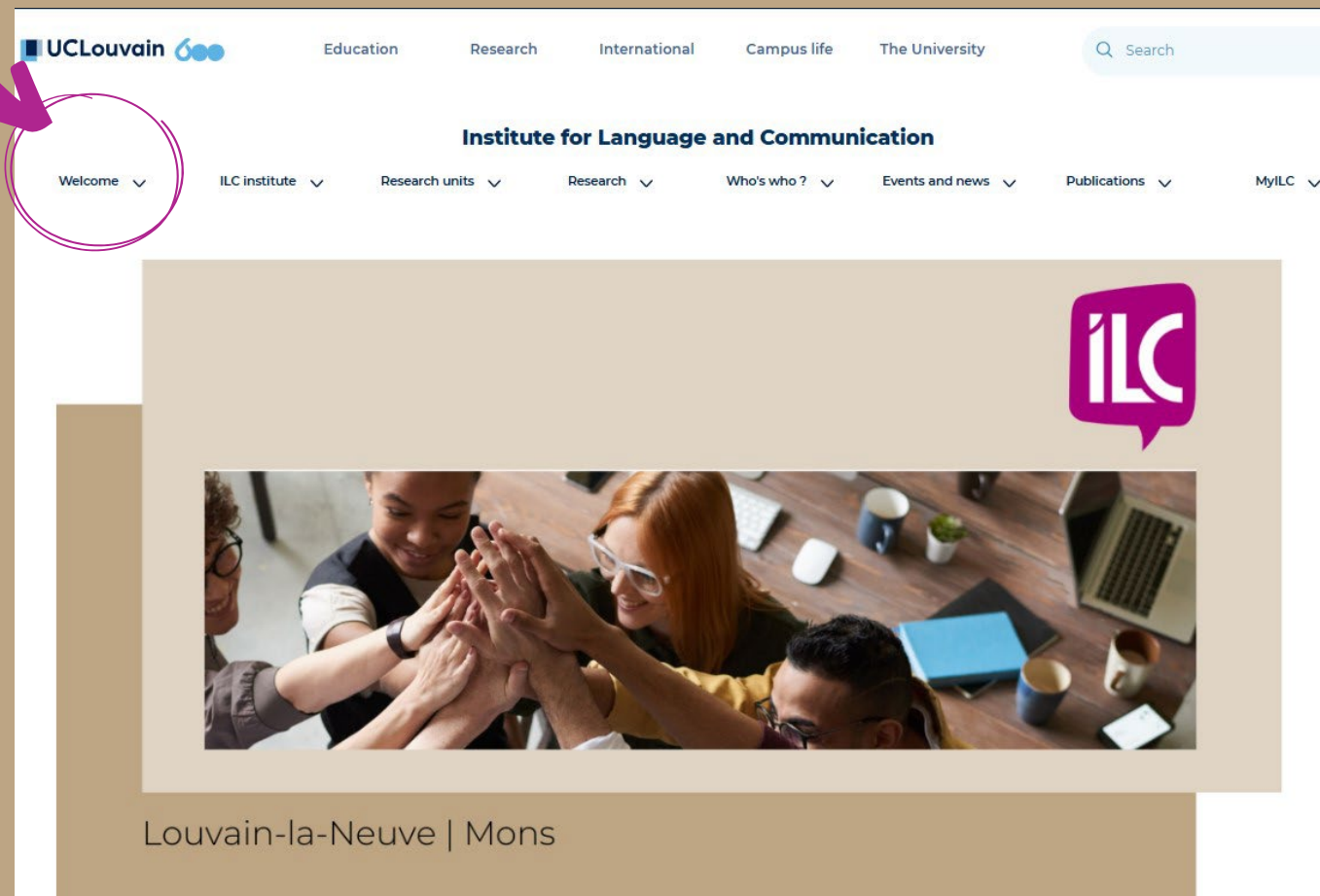


Key information on ILC's  
day to day business

# ILC on the extranet

[www.uclouvain.be/en/research-institutes/ilc](http://www.uclouvain.be/en/research-institutes/ilc)

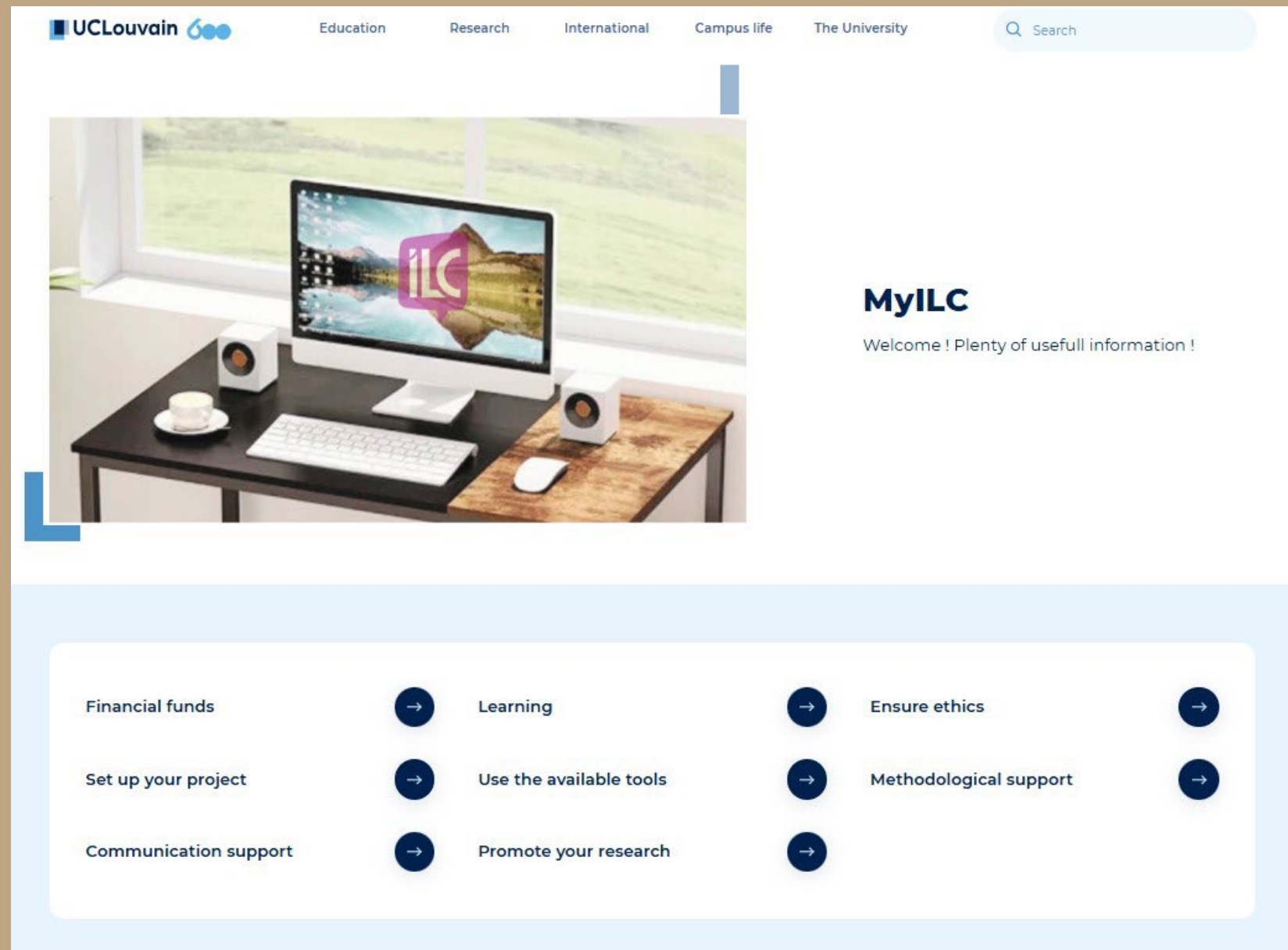
- Welcome 
- ILCInstitute
- Units
- Research
- Who'swho
- Events& News
- Publications
- My ILC(intranet)



# ILC on the intranet

Before contacting us,  
please visit our intranet

<https://www.uclouvain.be/en/research-institutes/ilc/restricted>





# To fund the research

## 1 FIRST FALL: YOUR GRANT

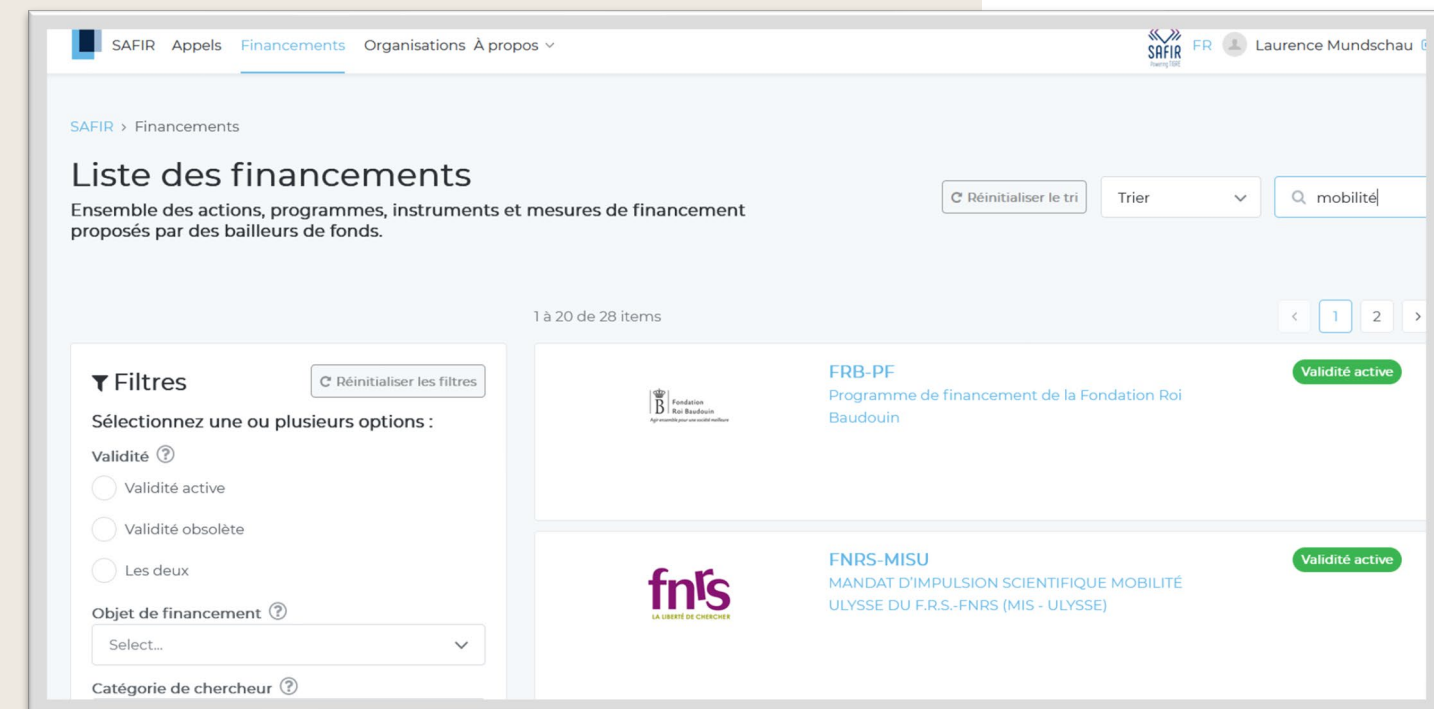
Operating credit

- Grant's rules
- Thesis supervisor
- PST: personnel allocation



## 2 EXTERNAL SUBSIDIES: WHICH ONE ?

Administration de la recherche (ADRE) and tool « SAFIR » : <https://app.uclouvain.be/Safir/Funds>



Mobility

[Mobilité FNRS](#)

[Mobilité WBI \(Wallonie Bruxelles International\)](#)

[Mobilité UCLouvain \(Administration des relations internationales de l'université\)](#)

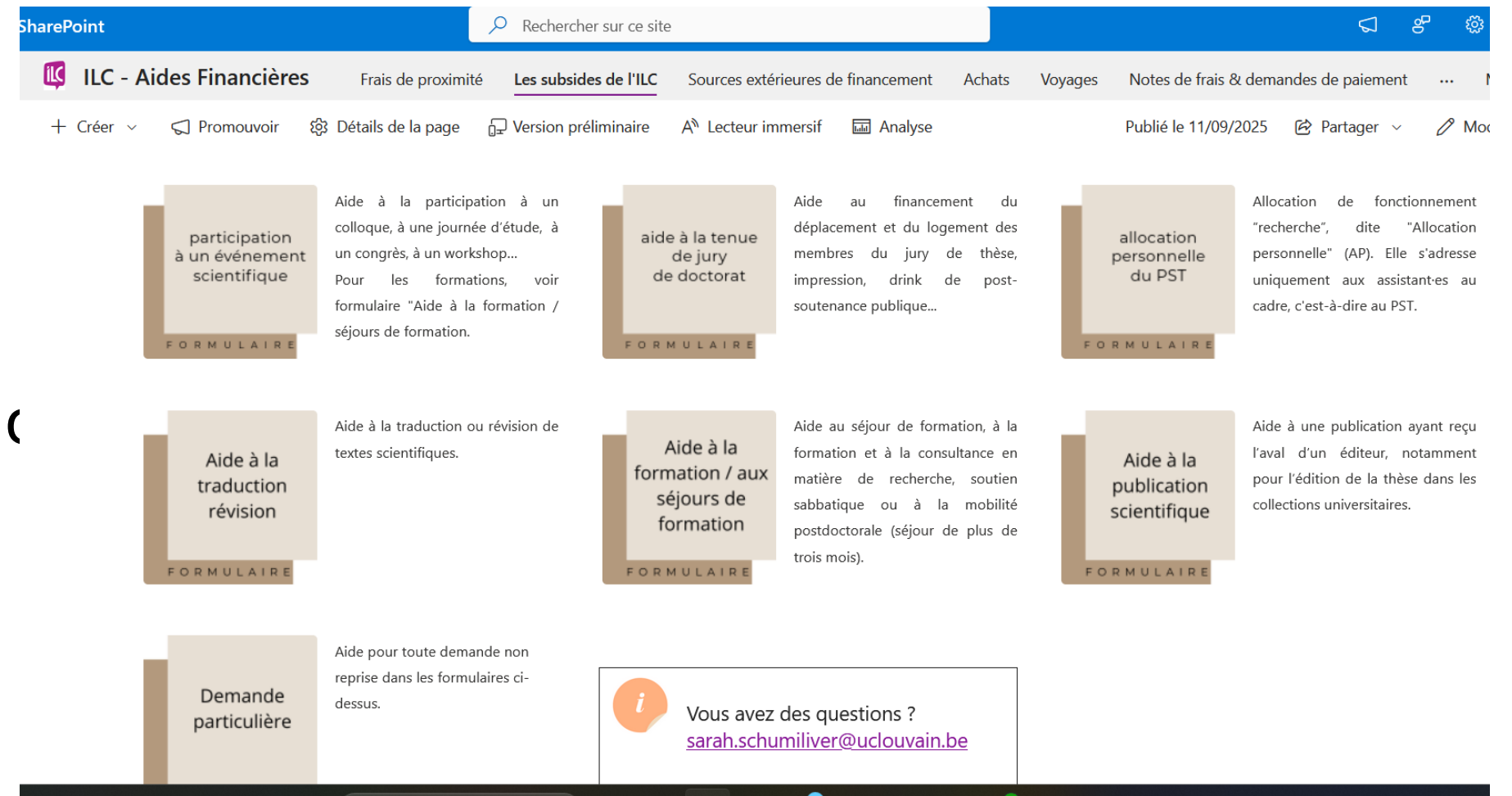
# To fund the research

## INTERNAL SUBSIDIES :

- « Frais de proximité » : stuff and logistics
- ILC subsidies

A table (French only) summarizes the type of subsidies granted according to the type of personnel

- First step / first question
- Contact : Sarah Schumiliver
- Information : **November 28, 13.30**



The screenshot shows a SharePoint page titled "ILC - Aides Financières". The page has a blue header with the ILC logo and the text "ILC - Aides Financières". Below the header, there is a navigation bar with links: "Frais de proximité", "Les subsides de l'ILC", "Sources extérieures de financement", "Achats", "Voyages", "Notes de frais & demandes de paiement", and a menu icon. The main content area displays a grid of subsidy cards, each with a title, description, and a "FORMULAIRE" button. The cards are: "participation à un événement scientifique", "aide à la tenue de jury de doctorat", "allocation personnelle du PST", "Aide à la traduction ou révision de textes scientifiques", "Aide à la formation / aux séjours de formation", "Aide à la publication scientifique", and "Demande particulière". A footer box contains the text "Vous avez des questions ?" and the email address "sarah.schumiliver@uclouvain.be".

All information on our SharePoint pages

<https://uclouvain.sharepoint.com/sites/ilc-finances/SitePages/Les-subsides.aspx>

# ILC's CLC

|                                                                                    |                                                                                                                                                   |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p><u><a href="#">Laetitia ULLENS</a></u></p> <p>CLC &gt; ILC - CECL - TeaMM - visiteurs</p> <p><u><a href="#">Description du service</a></u></p> |
|  | <p><u><a href="#">Axelle Mullers</a></u></p> <p>CLC &gt; CENTAL - Miil - CECL</p> <p><u><a href="#">Description du service</a></u></p>            |

Accountancy

CLC = **C**ellule  
**L**ogistique et  
**C**omptable

- Expenses (orders, invoices, expenses sheet...)
- Internal receivables

Événements ILC +

Actualités >

### Événements et actualités

ilc | Louvain-la-Neuve, Mons



Événements ILC



Actualités

All ILC events & news on our website  
<https://www.uclouvain.be/en/research-institutes/ilc/events-and-news>



Events of our entities:  
<https://www.uclouvain.be/en/research-institutes/ilc/events>

# Save the dates

## INFORMATION ABOUT FINANCIAL SUPPORT



27 NOVEMBER  
13.30 to 14.30

## INSTITUTE COUNCIL & Christmas Drink



11 DECEMBER 2025  
10.30 TO 14.00

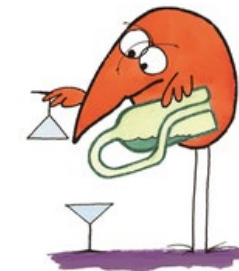
## POSTERS DAY



13 MARCH 2026  
9.00 to 14.30

# Thank you

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And now : Cheers or « Santé! »

## Contact

Laurence Mundschau - coordinator

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Geneviève Nyns - secretary



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