PRACTICAL STUDENT GUIDE

OFFICE OF INTERNATIONAL RELATIONS
Dear students,

You have chosen to study a part of your academic curriculum at the University College of Namur-Liége-Luxembourg: together with the students and the staff members, I wish you welcome. On top of the teacher team and the administration staff of the department in which you have registered, the office of International Relations and the offices of our University College will go out of the way to bring your stay up to the hopes you have nourished.

To spend a part of one’s curriculum in mobility means for a student to join an institution which one’s home institution trusts. On the six campuses spread over three provinces in the south of Belgium, our University College proposes to its students a training of good professional and intellectual quality.

To spend a part of one’s curriculum in mobility also means to be open to other habits, to other ways of life, to another culture. We will be happy to know more about yours, and give you every opportunity to discover the richness and diversity of ours.

To spend a part of one’s curriculum in mobility is, last but not least, to live a human experience made of meetings; we hope the meetings you make here will be full of enthusiasm and will allow you to bind sustainable professional and personal links.

Along the pages of this brochure, we hope you can discover several means to help you appreciate the unique adventure offered by the various partnerships in which we are committed with you.

Marylène Pierret
Principal
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1. Education in the Federation Walloonia-Brussels

Belgium is a federal State consisting of three Communities and three Regions. The three Communities, whose constitutive elements are their language and culture, are the Federation Walloonia-Brussels, the Flemish Community and the German-speaking Community.

The Federation Walloonia-Brussels is competent for all levels of education: basic education, secondary and tertiary (university and non-university).

Tertiary education is organized in various types of institutions: universities (clustered in three academies), university colleges and art academies. The tertiary education provided in universities is long-type (bachelor, master and PhD), whereas the university colleges and the art academies propose long-type (bachelor and master) and/or short-type education (vocational education).

The table next page summarises the national education system according to the Decree of 31 March 2004 defining higher education, favouring its integration into the European space of higher education and refunding the universities.
## Pre-school education

## Primary education (6 years)

## Secondary education: general, technical, artistic, vocational (6 years)

## Higher education (ECTS = credits)

<table>
<thead>
<tr>
<th>Cycle</th>
<th>University</th>
<th>University Colleges</th>
<th>Art academies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Universities</td>
<td>Short type</td>
<td>Long type</td>
</tr>
<tr>
<td>1st cycle</td>
<td>Bachelor (level 6)</td>
<td>180 ECTS (3 years)</td>
<td>240 ECTS (4 years)</td>
</tr>
<tr>
<td></td>
<td>Specialization (level 6)</td>
<td>/</td>
<td>60 ECTS (1 year)</td>
</tr>
<tr>
<td>2nd cycle</td>
<td>Master (level 7)</td>
<td>master: 60 ECTS (1 year)</td>
<td>master with a teaching perspective/specialized: 120 ECTS (2 years)</td>
</tr>
<tr>
<td></td>
<td>Qualification for senior secondary education (level 7)</td>
<td>30 credits</td>
<td>/</td>
</tr>
<tr>
<td></td>
<td>Complementary/Specialized master (level 7)</td>
<td>Complementary master: 60 ECTS minimum (1 year minimum)</td>
<td>Specialized master</td>
</tr>
<tr>
<td>3rd cycle</td>
<td>Doctoral level (PhD) (level 8)</td>
<td>180 ECTS minimum</td>
<td>/</td>
</tr>
</tbody>
</table>
2. Our trainings

The University College offers Bachelor studies in higher education as well as several years of specialization. The University College also offers a Master in Social Management Engineering and another Master in Industrial Engineering. Those trainings are clustered in five categories: economic, paramedical, pedagogical, social and technical.

- Economic category
  - Bachelor “Management Assistant”: campus of Arlon
  - Bachelor “Accounting (taxation and management)”: campus of Arlon and Namur (IESN)
  - Bachelor “Law”: campus of Namur (IESN)
  - Bachelor “Software engineering”: campus of Namur (IESN)
  - Bachelor “Marketing”: campus of Namur (IESN)

- Paramedical category
  - Bachelor “Nursing”: campus of Namur (paramedical Sainte-Elisabeth)
  - Bachelor “Midwife”: campus of Namur (paramedical Sainte-Elisabeth)
  - Bachelor “Operation Theatre”: campus of Namur (paramedical Sainte-Elisabeth)
  - Specialization “Community Health”: campus of Namur (paramedical Sainte-Elisabeth)
  - Specialization “Intensive care and Emergencies”: campus of Namur (paramedical Sainte-Elisabeth)

- Social category
  - Bachelor “Social Worker”: campus of Namur (social) and Arlon
  - Bachelor “Library Sciences and Documentation”: campus of Malonne
  - Bachelor “Human Resource Management”: campus of Namur (social)
  - Master “Social Management Engineering”: campus of Namur(social) and Louvain-la-Neuve
• **Pedagogical category**

Bachelor “**Preschool teacher**”: campus of Bastogne and Champion  
Bachelor “**Primary School Teacher**”: campus of Bastogne, Champion and Malonne  
Bachelor “**Lower Secondary School Teacher**”:  
  - **English-Dutch**: campus of Bastogne and Champion  
  - **Family and Social Economics**: campus of Namur (IESN)  
  - **Physical Education**: campus of Malonne  
  - **French-French as a Foreign Language**: campus of Bastogne and Malonne  
  - **French-Religion**: campus of Bastogne and Malonne  
  - **Mathematics**: campus of Bastogne and Malonne  
  - **Sciences: Biology, Chemistry, Physics**: campus of Bastogne and Champion  
  - **Human Sciences: Geography, History, Social Sciences**: campus of Bastogne and Malonne  

Post-Bachelor: “**Remedial Education**”: campus of Champion

• **Technical category**

Bachelor “**Automation – Information and Systems**” campus of Namur (IESN)  
Bachelor “**Information systems security-Information and Systems**” : campus of Namur (IESN)  
Bachelor “**Electromechanical Engineering**”: campus of Arlon and Seraing  
Bachelor “**Digital technology integration**”: campus of Namur (IESN)  
**Courses in English for sd-year students in ICT- taught only in spring**  
Bachelor “**Mechatronics and Robotics**” : campus of Seraing  
  dual training  
Bachelor « **Industrial Engineering** »: campus of Virton  
Master “**Master in computer system architecture**”: campus of Marche en Famenne  
Master “**Industrial Engineering**”: campus of Virton
<table>
<thead>
<tr>
<th>Campus</th>
<th>Intern. Rel. contact</th>
<th>Training</th>
<th>Category</th>
</tr>
</thead>
</table>
| Arlon     | Murielle Thunus      | 415. Management Assistant  
411. Accounting (taxation)  
411. Accounting (management)  
923. Social worker  
0714. Electromechanical engineering | Economic  
Economic  
Economic  
Social  
Technical |
| Bastogne  | Carine Closter       | 0112. Preschool Teacher  
0113. Primary School Teacher  
0114. Lower Secondary School Teacher  
   English-Dutch  
0114. Lower Secondary School Teacher  
   French-French as a Foreign Language  
0114. Lower Secondary School Teacher  
   French-Religion  
0114. Lower Secondary School Teacher  
   Mathematics  
0114. Lower Secondary School Teacher  
   Sciences: Biology, Chemistry and Physics  
0114. Lower Secondary School Teacher  
   Human Sciences: Geography, History and Social Sciences | Pedagogical  
Pedagogical  
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<th>Languages</th>
<th>Subjects</th>
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<tr>
<td>Chantal Muller</td>
<td>0112. Preschool Teacher</td>
<td>English, Dutch,</td>
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<td>0113. Primary School Teacher</td>
<td>German</td>
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<td>0114. Lower Secondary School Teacher</td>
<td>Mathematics, Science, Biology, Chemistry and Physics, Physical Education, French, Religion</td>
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<td>0114. Post-Bachelor Remedial Education</td>
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<tr>
<td>Béatrice Florence</td>
<td>0113. Primary School Teacher</td>
<td>French, French as a Foreign Language</td>
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<td>0114. Lower Secondary School Teacher</td>
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<td>0114. Lower Secondary School Teacher</td>
<td>French, Religion</td>
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<td></td>
<td>0114. Lower Secondary School Teacher</td>
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<td>0322. Library Sciences and Documentation</td>
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Social

Champion

Malonne
<table>
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<tr>
<th>BACHELOR</th>
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<th>Economic</th>
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<th>Economic</th>
<th>Pedagogical</th>
<th>Technical</th>
<th>Technical</th>
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<tbody>
<tr>
<td>Namur (IESN)</td>
<td>Isabelle Billard and Els de Long</td>
<td>Delphine Rasador</td>
<td>Namur (paramedical)</td>
<td>Namur (paramedical)</td>
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<tr>
<td>Paramedical</td>
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<td>Paramedical</td>
<td>Paramedical</td>
<td>Social</td>
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<tr>
<td>0714. Electromechanical engineering</td>
<td>0714. Mechatronics and Robotics (dual training)</td>
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<tr>
<td>Vanessa Rosso</td>
<td>Nicholas Lalaoui</td>
<td>Laurence Léonard</td>
<td>Vanessa Rosso</td>
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<tr>
<td>Category</td>
<td>Master in computer system architecture</td>
<td>Master in Social Management Engineering</td>
<td>Master of Science in Industrial Engineering</td>
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<tr>
<td>Intern. Rel. Contact</td>
<td>Véronique Michel</td>
<td>Josiane Fransen</td>
<td>Caroline Bosser</td>
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<tr>
<td>Campus</td>
<td>Marche en Famenne</td>
<td>Namur and Louvain-la-Neuve</td>
<td>Virton</td>
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<tr>
<td>Training</td>
<td>06.13.13</td>
<td>04.13.13</td>
<td>07.14/07.15</td>
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3. Our academic calendar

The academic year starts around September 15 and consist in three four-month terms.

> The first four-month term runs from mid-September to the end of January. It is interrupted by the All Saints holidays (1 week), Christmas holidays (14 days from end December to early January) and ends with an assessment period from early January to the end of January (according to the measures taken on each campus, Academic Regulations, article 57).

> The second four-month term runs from the end of January to the end of May. It is interrupted by the Easter holidays (14 days).

> The third four-month term runs from the end of May to mid-September. It starts with an assessment period (1st session examinations). The summer holidays go from July 1st to mid-August. They are followed by an assessment period (2nd session examinations) from mid-August to mid-September.

> The precise dates of the academic calendar are to be found on the website of the institution, www.henallux.be, « institution ». 
4. Our campuses

The University College organizes trainings on 10 campuses:

1 campus in Arlon – economic, social and electro-mechanical departments
1 campus in Bastogne – Pedagogical department
1 campus in Champion (Namur) – Pedagogical department
1 campus in Malonne (Namur – Pedagogical and social departments
1 campus in Marche en Famenne – Technical department
3 campuses in Namur: Economic, paramedical, social and technical departments
1 campus in Seraing – Technical department
1 campus in Virton – Industrial Engineering department

4.1 Geographical locations
4.2 Access routes to the campuses

**Arlon campus - Economic, technical and social departments**

**Campus Callemeyn**

Place du Lieutenant Callemeyn 11
6700 ARLON

*From the station, bus n°25.*

**Virton campus – Industrial Engineering department**

Rue d’Arlon 112
6760 VIRTON

*Source: Google Map*
Bastogne campus – Pedagogical department
Rue du Sablon 47
6600 BASTOGNE

Champion campus – Pedagogical department
Place du Couvent 3
5020 NAMUR (Champion)

Starting from the train station in Namur, Bus n°27
Louvain-la-Neuve campus – Social department
10 rue de l’Hocaille
1348 LOUVAIN-LA-NEUVE

10 minutes walking from the train station of Louvain-la-Neuve

Malonne campus – Pedagogical and social departments
Rue Fond de Malonne 129A
5020 NAMUR (Malonne)

Starting from the Namur train station, bus n°6B

Source: Google Map

Source: Google Map
Marche en Famenne campus – Technical department
Avenue Victor Libert 36H
6900 MARCHE-EN-FAMENNE

Namur campus – Economic, pedagogical and technical departments
Rue Joseph Calozet 19
5000 NAMUR

5 minutes walking from the Namur train station
Namur campus – Paramedical campus
Rue Louis Loiseau 39
5000 NAMUR

Starting from the Namur train station, bus n°5

Source: Google Map

Namur campus – Social department
Rue de l’Arsenal 10
5000 NAMUR

10 minutes walking from the Namur train station

Source: Google Map
Seraing campus – Technical department
Rue de Carrière 20
4100 SERAING

Source: Google Map
5. Your contacts with the Office of International Relations

B NAMUR 15
Marie-Anne LECOMTE
Institutional coordinator
E-mail: marie-anne.lecomte@henallux.be
Tel. + 32 81 46 85 18
Fax + 32 81 46 85 25
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Arlon campus: economic, technical and social departments
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Tél. + 32 81 47 99 20
Place du Lieutenant Callemeyn 11
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Fax + 32 63 57 67 62
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BE - 6760 VIRTON

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Fax + 32 61 21 69 10
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BE - 6600 BASTOGNE
Chantal MULLER

**Bachelor : Champion campus – pedagogical department**

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fax + 32 81 20 85 89
Place du Couvent, 3
BE - 5020 CHAMPION

Josiane FRANSEN

**Master : Louvain-la-Neuve campus – social department**

E-mail : josiane.fransen@henallux.be

tel. + 32 10 48 29 72
fax + 32 473 69 96 16
Institut Cardijn, rue de l’Hocaille,10
BE - 1348 LOUVAIN-LA-NEUVE
Haute Ecole de Namur-Liège-Luxembourg, rue de l’arsenal 10
BE - 5000 NAMUR

Béatrice FLORENCE

**Bachelor : Malonne campus – pedagogical and social departments**

E-mail : beatrice.florence@henallux.be

tel. + 32 81 46 85 64
fax + 32 81 44 02 20
Fond de Malonne, 129 A
BE - 5020 MALONNE

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**Bachelor : Namur campus – paramedical department**

E-mail : delphine.rasador@henallux.be

tel. + 32 81 46 85 94
fax + 32 81 73 57 39
Site Saint Jean de Dieu, Rue L. Loiseau 39
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Bachelor: Namur campus – economic, pedagogical and technical departments
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Tel. + 32 81 46 86 43
Fax + 32 81 46 86 49
Rue J. Calozet 19
BE - 5000 NAMUR

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E-mail: laurence.leonard@henallux.be
Tel. + 32 81 46 86 64
Fax + 32 81 22 43 19
Rue de l’Arsenal 10
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Fax + 32 4 337 03 20
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BE - 4100 SERAING

Isabelle BILLARD
Els DE JONG

Laurence LEONARD
François LALAOU

Isabelle BILLARD
Els DE JONG

Laurence LEONARD
François LALAOU

Véronique MICHEL

Véronique MICHEL

Vanessa ROSSO

Vanessa ROSSO
6. The ECTS system: the recognition of your curriculum

The University College uses the ECTS system (European Credit Transfer System).

The use of that system and its associated documents allows:

- the setting up of the Learning Agreement,
- the recognition of the activities listed in the Learning Agreement which have been marked sufficient during the mobility period.

The ECTS is a system of collection of and transfer of credits centred on the learner, and it is based on the transparency of results and learning processes. The ECTS system favours the mobility of students.

ECTS credits are based on the amount of work required to reach the expected results by the end of the learning process.

The learning results describe what the learner is expected to know, understand and do by the end of a successful learning process.

The amount of work determines the time the students generally need to participate in all the learning activities (classes, seminars, projects, practical work, self-learning, exams, etc.) which are necessary to reach the expected results.

60 ECTS credits is the value of the amount of work of one full-time academic year of formal learning and the corresponding learning results.

In most cases, the students’ amount of work ranks from 1500 to 1800 hours for one academic year; the value of one credit represents 25 to 30 hours of work.

The Learning Agreement for studies, section to be completed BEFORE THE MOBILITY defines the curriculum to be followed by the student, as agreed before the mobility between the student, the home institution and the host institution.

The Learning Agreement for studies, section to be completed AFTER THE MOBILITY, produced at the end of the stay, confirms that the agreed curriculum has been attended and lists the marks of the student’s assessment. That document guarantees the transparency of the results.

The Placement Agreement, section to be completed BEFORE THE MOBILITY includes the training agreement. The section to be completed AFTER THE MOBILITY includes a certificate of placement delivered by the company.

For further information, visit the website of the European Commission http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm
The key-documents of the ECTS system favour the collection and transfer of credits in a transparent way:

The course catalogue
The online Application Form

For an Erasmus Academic Stay = which means only attend courses or attend courses and do practice in a placement:

The Learning Agreement (see appendix 1)
The Certificate of Attendance (see appendix 3)

For an Erasmus Placement Stay = which means only a practice placement without any courses

The Placement Agreement (see appendix 2)
The Certificate of Attendance (see appendix 3)

7. Our course catalogue and English courses

See the course catalogue on the website http://www.henallux.be/?q=node/434.

See your English courses: https://services.henallux.be/international/etudiants/incoming/index.php?p=144#.

8. Our demands about your mastery of the French language

At the University College, nearly all the courses are delivered in French (expect for the department of Virton). The mastery of the French language (B1 level) is absolutely necessary.

French courses on the campuses of Namur, Champion and Malonne

To enable students to improve their mastery, we organize courses of French as a foreign language (3 credits). We inform the foreign students that such courses are especially designed for them so that they develop their skills in the language and take maximum profit of their stay.

To enrol in these courses, students should read the instructions of the courses (see appendix 5) as well as the course description (see appendix 6). They have to send the enrolment form (see appendix 7) filled up together with an identity photograph and a photocopy of the ID card or the visa to the contact of International Relations of the campus. (see page 24 Your contacts with the Office of International Relations).

To assess their level of French, students should use the self-assessment chart (see appendix 9).
French courses on the Arlon campus
École Industrielle et Commerciale d’Arlon
Rue Godefroid Kurth 2
6700 ARLON

Mme Rita Dons
Tel. 063/23 33 90
E-mail : eica@skynet.be
Website : www.eicarlon.be

Beginner and intermediate level, TUE and THU 8.30-11.15 or 18.30-21.00
Advanced level TUE and THU 18.30-21.00

French courses on the Bastogne and Seraing campus
At the student’s request, a tutoring in French as a foreign language can be organized within the institution.

9. Our study regulations
Every IN student (Erasmus or non-Erasmus) is bound to the same Study Regulations as any regular student enrolled at the same University College. See on the web site www.henallux.be.
10. Your checklist before leaving

- Start a first **Learning Agreement** with the coordinator of International Relations of your **home** institution.

- Get in contact with the coordinator of International Relations of the **host institution**. (See “Your Contact with the Office of International Relations”)

- Enroll **online** at the University College (see “Direct access to the online form”)

- Send to the University College the **completed application file** printed and signed by yourself and the coordinator of International Relations of your institution.

- Start investigating for **accommodation**.

- Have an **identity card** or a valid passport.

- Have a **medical health insurance** (compulsory in Belgium) and an insurance covering the **civil liability** as well as any accident happening during academic activities

- Enroll in a **French course** and send the documents required (See “Our demands about your mastery of the French language”)

- Read the **available information** about the place where you are going to live, via the University College website

- Get in contact with the coordinator of International Relations of the host institution where you have enrolled if you wish to be **sponsored** by a student of the University College (See “Your Contact with the Office of International Relations”)


11. Your application file

11.1 Direct access to the online registration form

The online registration form is available on the website www.henallux.be – “International, section « étudiants incoming ». The student may fill in this form only after a nomination by the partner institution to the international coordinator Henallux.

Applicants for the autumn semester will receive a mail answer before July 10, as a provisional confirmation or as a refusal.

Applicants for the spring semester will receive a mail answer before December 15, as a provisional confirmation or as a refusal.

Final confirmation will be sent to the student and to the coordinator of International Relations of the home institution after posting a complete application file on the online international plateform. It is advisable not to plan any trip before receiving the final confirmation.

11.2 Compiling your application file

After online registration, the students will receive an email with a username and a password to access our online international platform. He/she will have to post on this online international platform all the documents mentioned in the online registration form and mentioned below

The complete application file includes:
> The online application form
> The application form printed and signed by the student and the coordinator of International Relations of the home institution
> A copy of the identity card or the passport for non-European students
> The learning agreement with the course list expected
> The European CV (to download on www.moneupass.be )
> The evidence of a medical health insurance (compulsory in Belgium) and an insurance covering the civil liability as well as any accident happening during academic activities
> If necessary, the enrolment form to the French course fully completed and signed.

11.3 The deadlines for online enrolment

For the winter semester: June 1

For the summer semester: November 1
11.4 The integration activities

The University College de Namur-Liège-Luxembourg organises

- Two integration weeks for incoming students. The programme of these 2 weeks includes 40 hours of French classes and socio-cultural activities (offered by the University College). The registration must be done for June 30.

- One Welcoming day for incoming students. Its emphasis the intercultural communication for a better integration.

- Some excursions for incoming students in order to discover the region.


12. Your learning agreement

The Learning Agreement, section BEFORE THE MOBILITY (see appendix 1) defines the study curriculum to be attended by the student. That document must be signed by the student, the home institution and the host institution.

Practically, before arriving at HENALLUX, the student must prepare a provisional programme. The Learning Agreement will be finally determined with the coordinator of International Relations at the start of the stay. The coordinator will explain in details the contents and the timetable of the courses as well as the terms of assessment.

Every change in the programme course needs the signature of the student and of the representatives of both home and host institutions.

13. Your first contact with the students

If you wish to get in contact with students of the University College, please mention it to the coordinator of the institution where you are going to be enrolled. (see p.27 “Your contacts with the office of International Relations”).

14. As soon as you have arrived

14.1 Contact the coordinator of International Relations of your campus

As soon as you are at the University College, get in contact with the coordinator of the institution where you are enrolled. He/she will give you all the practical information about your mobility and will finalize with you the Learning Agreement. (see p.26 “Your contacts with the office of International Rela-
14.2 Get your student card and your access codes to the Internet portal of the University College

As soon as you are at the University College, the coordinator will give you your student card and the access codes to the portal of the University College. On that portal you will discover every useful piece of information about timetables, courses... That information is targeted per study year. Students only have access to the information that concerns them personally.

- **Student Card**

  Every student gets a “student card” that gives access to:
  - the libraries of the campuses
  - the computer rooms of the campuses
  - the student parties
  - various discounts (public transport, museums, cinema...)
  
  That card also gives access to the photocopy services of the campuses (extra payment)
  
  It should be produced before entering written and oral assessment sessions.

- **Portal/Moodle**

  The University College has an intranet network available to all students via a login and a password.
  
  Via that Intranet, students can check:
  - course timetables
  - distance learning
  - information notice boards
  - e-mails
14.3  Start your administrative procedures with the town service

The Belgian legal system makes it compulsory for all students who stay for a period of more than 3 months to register at the Local Administration (Administration communale) of the town where they reside.

**Arlon**

The student should go to the *Service des Etrangers de la Ville d’Arlon*
Hôtel de Ville (étage B1) rue Paul Reuter 8  6700 Arlon
Tel. +32 63 24 56 73
E-mail: administration@arlon.be
Open hours:  MON & TUE  8.30>12.00 and 13.00>17.00  
           WED, THU & FRI  8.30>12.00 and 13.00>16.00
Students from a country member of the EU should produce the following documents:
- Identity card or passport
- Certificate of enrolment at the host institution
- Certificate of assumed responsibility or certificate of grant or means of subsistence
- Evidence of health care insurance (European insurance card)
- Birth certificate or civil status form
- Four recent identity card photographs:  + 14 €.

**Seraing**

Students should go to the *Service Population de la Ville de Seraing*
Hôtel de Ville de Jemeppe  Quai des Carmes 45  4101 Seraing (Jemeppe)
Tel. + 32 63 44 01 58

**Liège**

Students should go to the *Cité administrative de la Ville de Liège*
Service de la Population  Accueil des Etrangers  En Potiérue 5  4000 Liège

- Identity card or passport
- Certificate of enrolment at the host institution
- Certificate of assumed responsibility or certificate of grant or means of subsistence
- Evidence of health care insurance (European insurance card)
- Birth certificate or civil status form
- Four recent identity card photographs
Namur

Students should go to the service “Population-Etrangers”
Hôtel de Ville de Namur rue de Fer  5000 Namur
Tel +32 81 24 62 33 or +32 81 24 62 32
Fax +32 81 24 11 31
e-mail etrangers@ville.namur.be

Students from a country member of the EU should produce the following documents:
- Identity card or passport
- Certificate of final enrolment at the host institution
- Certificate of assumed responsibility or certificate of grant if necessary or means of subsistence
- Evidence of health care insurance
- Birth certificate or civil status form
- Four recent identity card photographs + €17.

Students from a neighbour country should produce the following documents:
- Identity card or passport
- Certificate of enrolment at the host institution
- Certificate of assumed responsibility or certificate of grant or means of subsistence
- Evidence of health care insurance
- Birth certificate or civil status form
- Three recent identity card photographs + €5. (the 33 appendix is valid for the current year)

Non-EU resident students from a neighbor country should produce the following documents:
- National passport still valid
- Certificate of enrolment at the host institution
- Certificate of assumed responsibility or certificate of grant or means of subsistence
- Birth certificate or civil status form
- Three recent identity card photographs + €5. (the 33 appendix is valid for the current year)

Non-EU resident students should produce the following documents:
- Passport with a D visa
- Certificate of enrolment at the host institution
- Certificate of assumed responsibility or certificate of grant (a copy is enough)
- Birth certificate or civil status form
- Four recent identity card photographs + 17 €.
**Bastogne**

Students should go to the *Service des Etrangers*
Hôtel de Ville  2ème étage
rue du Vivier 58
6600 Bastogne
Tel +32 61 24 09 36
Opening hours:  MON to FRI  9.00>12.00 and 13.30>16.00
                           SAT  9.00>12.00

*Students from a country member of the EU should produce the following documents:*
- Photocopy of Identity card
- Certificate of final enrolment at the host institution
- One identity card photograph

*Non-EU resident students should produce the following documents:*
- Passport with a D visa or identity card
- Certificate of enrolment at the host institution
- Certificate of official exchange
- Certificate of assumed responsibility or certificate of grant (a copy is enough)
- Birth certificate or civil status form
- Four recent identity card photographs.

**Marche**

Students should go to the *Service des Etrangers:*
Hôtel de Ville
Boulevard du Midi, 22
6900 Marche-en-Famenne
Tel: 084 32 70 10
Fax: 084 32 70 06
E-mail: etrangers@marche.be
Opening hours:  MON to FRI  9.00>12.00 and 13.00>17.00 (FRI : 15.00)
Virton

Students should go to Ms Isabelle DELLA BIANCA
Hôtel de Ville de Virton
Service “Etrangers”
rue Charles Magnette 17-19
6760 VIRTON
Tel +32 63 44 01 58

14.4 The Student Council

In the University College of Namur Liège Luxembourg, there is a Student Council, the "CE Henallux", consisting of students from every department.

That Student Council focus one part of their objectives on the welcome, particularly the welcome of the in-students of every campus. Hence it is quite interesting to meet them in order to organize a.o. a visit of the institution, to get information about the courses, the schedules but also about the extra-academic activities like a visit of the town or the finding of accommodation, ...

Moreover, for more than a year now, "international" dinners have been set up to bring together the members of the Student Council and the in-students in order to boost inter-cultural meetings and exchanges.

To get in contact with the Student Council, one address: cehenallux@gmail.com
15. **Services to students**

Whatever you need, help for orientation or reorientation, preparation to higher education, psycho-social help, help for study methods (note taking, time management, memory, preparation for exams, monitored studying...), at the University College you are not alone: specialists are at hand to help you get over possible difficulties or act before the worst happens.

See on the website [www.henallux.be](http://www.henallux.be) / "Cap'Sup"

15.1 **Assistance to Success**

Cap Sup’, the office of Assistance to Success, is at your disposal to help you during your studies in questions as diverse as:

- note taking
- course planning and summaries
- memory training
- study time management
- the study of one precise course
- stress management
- the choice of your field of study

Do not hesitate to contact them for an appointment! The interview happens on the campus, it is free and confidential.

See on the online platform: Cap Sup

15.2 **Social service**

Are you living a personal difficulty which you would like to share with someone? We can take time to welcome you, listen to you and help you set things square, or direct you to professionals of psychological help. Do not hesitate to contact Rony Simal (Namur, Champion and Malonne campuses) or Eve Marie d’Auria (Arlon, Bastogne, Seraing and Virton campuses). They are at your disposal at least half a day per week on every campus. (see appendix 8)
15.3 Students with specific needs

For students with specific needs to practice at a high level sport or arts, a disease, a handicap, any specific problem to learning, a special coaching may be proposed.

More information

15.4 Your conditions of success

There are FAQ (frequently asked questions) to help you answer most problems about the Study Regulations.
See on the website www.henallux.be

16. Before leaving

Students should warn the coordinator of International Relations of the precise date of departure.

16.1 Your certificate of attendance

If the student requests it some days before departure, the University College delivers a certificate of attendance (see annex) with the arrival and departure dates.

16.2 Your learning agreement, section to be completed AFTER THE MOBILITY

The learning agreement, section to be completed AFTER THE MOBILITY, which guarantees the recognition of the ECTS credits and the transparency of the system, is either delivered to the students before their departure or sent directly to the coordinator of International Relations of the home institution. (see appendix 1)

Source: images clipart, Windows
Generalities

1. Your insurance

The University College does not insure incoming students. Incoming students should subscribe personally, at their own costs, without any intervention from the University College,

- an insurance covering their civil liability as well as any accident happening during academic activities.
- a Health Care Insurance

The evidence of these insurances has to be produced at the registration at the University College.

The University College recommends that incoming students should also subscribe

- an insurance covering their civil liability as well as any accident happening during private activities.
- an insurance covering, if needed, their repatriation.

2. Managing a handicap

The University College declares doing its utmost to allow students to follow their curriculum in optimal conditions.

For more information, please contact the Social Service – Data and opening times: see appendix 7.

More information

3. Cost of living in Belgium

The currency in use in Belgium is the Euro (€). At the beginning of your stay, expenses might be a bit more important, since you have to count the rent of accommodation, the purchase of public transportation, the purchase of syllabuses, books,...

During your stay, the average cost of living of a student is rated from 700 to 800 euros per month.
As an example:
- The average cost of a rent goes from 2500 to 350 € per month), rental expenses included.
- Bus transportation: 1.60€ for one trip. A 10-trip card costs 8.50€
- Cost of one 800-gr loaf of bread: 2.10€
- One cinema ticket: from 8€, 6€ for students when student card produced
- One liter of water: 0.90€
- One liter of milk: 1€
- One glass of beer at the pub: 1.50€
- One sandwich: from 2.50 to 3.50€
- One pizza in a restaurant: 15€
- One letter sent “priority national”: 0.71€
- One letter sent “priority international”: 1.03€

4. **Your bank account**

If you wish, you can have a bank account in Belgium. Many banks have special rates for young people. To open a bank account, you need an identity card and a student card.

5. **Financial help**

The University College normally does not give any subsidy to incoming students. However, if one student is running in deep financial trouble, they can contact the social worker of the campus where they study (see appendix 8).

6. **Mobile phones**

Everybody may access to a mobile telephone number and a prepaid card in numerous shops and/or bookshops. There are several networks offering similar services: Proximus: [www.proximus.be](http://www.proximus.be)  Belgacom: [www.belgacom.be](http://www.belgacom.be)  Base: [www.base.be](http://www.base.be)  Mobistar: [www.mobistar.be](http://www.mobistar.be)
7. Public transportation

7.1 Trains

The Belgian Railway Company (SNCB) offers several formulas for travelling in Belgium. Whatever your age, the period, the destination, you have a choice in a large range of advantageous products.

You can get a fixed discount with the Billet Week-end (Week-end ticket). The Week-end ticket allows you to travel return in 1st or 2nd class with a discount of 50%.

If you are younger than 26:
- The Go Pass 10 allows you to travel at a very advantageous price. Kit allows you to travel 10 times wherever in Belgium for a total amount of 50€.
- The Go Pass 1 allows you to travel once in Belgium for only 6.50€. Go Pass 1 is only for sale via Ticket online.

You can also travel in Belgium with a standard ticket. You can also combine your trip with public transport in other urban areas for a cheap price.

Brussels is at arm’s length with the Carte Jump that allows you to combine train and other transports. You can jump from train to tramway to bus to underground!

If you fly via the airport of Charleroi Brussels-South, you can combine with a billet combiné train+bus.

The SNCB also proposes interesting rates for group trips: you can have a 70% discount from 15 travellers or more.

7.2 Buses

The TEC (Transport en commun/ Public transportation) allows you to travel by bus. You can choose your ticket according to the frequency of your trips:

**The ticket** is for the occasional traveler. Tickets are available with the driver on board the buses.

**The “libre-parcours d’un jour” (free one-day ride)** allows you to travel as often as you wish in the same day on the whole TEC network. You can get it from the bus driver or at some TEC selling-points.

**The card** is the equivalent of several tickets. **The INTER card** allows you to buy several trips with a discount of 15%. The **CITE card** (urban) counts 10 trips for 8.50€ in the Namur area. Those cards are available from the driver, in TEC selling-points and in shops with the TEC sticker at the window.

8. Emergency call numbers

- **Emergencies**: 100 or 112 (European emergency call). Everyone calling those numbers must give their identity, mention place, nature and characteristics of accident or illness.
- **Federal police**: 101
- **Fire brigade**: 112
- **Poison Control Centre**: 070 2450245—www.poisoncentre.be
- **Loneliness Help**: 02 54 89 808
- **Rape Help**: 02 35 43 636
- **Burn Care Centre**: 071 44 80 00
- **Youth Care Line**: 078 15 44 22
- **Centre for Suicide Prevention**: 0800 32123 -www.preventionsuicide.be
- **Pharmacy** on call: 0900/10500 (0.50€/min) Web: www.pharmacie.be

9. The accommodation

Henallux is partner of the platform HousingAnywhere.com. This platform helps international students to find accommodation www.housinganywhere.com.
Arlon

Arlon (Arel in Luxemburgisch and German, Aarlen in Dutch) is a French-speaking town in Belgium, located in Wallonia. It is the head town of the province of Luxembourg; it is a small town (+/- 30,000 inhabitants), close to France and the Grand-Duchy of Luxembourg.

Downtown you will discover a lot of restaurants in small historical streets, shops, museums, parks, a brand-new cinema centre, a Culture Hall that offers drama and concerts, and also sport centres.
In short, there is something for every taste!
www.arlon.be/

The nearest airport is Luxembourg, about 45 km from Arlon. Tel 00352 245 642 55
www.luxair.lu

The Brussels airport is about 3 hours from Arlon (with train).

1. Your accommodation

The economic and electro-mechanical departments of Arlon have no student accommodation, but numerous kots (student bedsits) are proposed in town. A list of kots with the owners’ data and complementary information can be obtained by asking the Erasmus coordinator of the department.

More information can be gathered via http://bougerjeunes.be/ of the Infor Jeunes Service in Arlon.

www.inforjeunes.be/default.asp?url=kots

www.luxcompo.net/vlan.optimalpixel.net/
2. **Public transportation**

2.1 **Trains**

SNCB (national train company) trains run into the station of Arlon. They run every hour to Luxembourg or Brussels, even more. Arlon is also on the railway for international trains (Eurocity Jean Monnet, Vauban and Iris) running daily between Brussels South and Chur (Switzerland).

Since June 2007, the new East European TGV train network (high-speed trains) links Luxembourg to Paris in 2.15 hours. In Luxembourg, there are easy and frequent connections to Arlon.

2.2 **Buses**

At Arlon station, there is a taxi service as well as a service of TEC buses Namur-Luxembourg running through the town centre and the suburbs.

Tel: +32 81 25 35 55
Web: [www.infotec.be](http://www.infotec.be)

3. **Emergencies and health**

- **Doctors on call**: call 1733.
  - During week-ends: FRI 8 pm>MON 8 am
  - During public holidays: from the day before 8 pm to the day after 8 am.

- **Local police**: Rue Joseph Netzer 23
  6700 ARLON
  Tel. + 32 63 60 85 00

- **Saint-Joseph Hospital**: Rue des Déportés 137
  6700 ARLON
  Tel. + 32 63 23 11 11
  Website: [www.clinsudlux.be](http://www.clinsudlux.be)

- **MEDAREL Centre** (collective GP surgery)
  Rue de Bastogne 30
  6700 ARLON
  Tel. + 32 63 24 01 40
4. **Our libraries**

Bibliothèque communale d’Arlon, Parc des Expositions 5 — 6700 ARLON

- **TUE**: 13.30>18.30
- **WED**: 13.30>18.30
- **THU**: 13.30>18.30
- **FRI**: 13.30>18.30
- **SAT**: 13.30>17.30
- **Tel**: +32 63 22 35 07

E-mail: bibli.arlon@bibli.cfwb.be

Source: F. Burnet

5. **Doing sport**

The town offers a large number of sport facilities: sport centres, swimming-pools, tennis and squash courts (indoors and outdoors), sport fields, fitness centres, horse riding centres, bowling greens, etc.


- **ADEPS**
  - *Sport centre* – Centre Sportif de l’Hydrion,
  - Rue de l’Hydrion 108 - 6700 ARLON
  - **Tel.**: 063 24 29 50 from 9 am to 5 pm
  - **E-mail**: adeps.arlon@cfwb.be
  - **Website**: [www.adeps.be/hydrion](http://www.adeps.be/hydrion)

- **L’Escale**
  - *Climbing centre*
  - Avenue de Mersch 20 - 6700 ARLON
  - **Tel.**: +32 63 57 27 57
  - **E-mail**: escale-arlonskynet.be
  - **Website**: [www.lescalearlon.be](http://www.lescalearlon.be)

- **Complexe Sportif de la Spetz** (*Sport centre and swimming-pool*)
  - Carrefour de la Spetz 2 - 6700 ARLON
  - **Tel**: +32 63 21 75 06

- **Indoor sports**

  Athlétic Center Arlon,
  - Espace Callemeyn, avenue du 10è de ligne, 6700 ARLON
  - **Tel.**: +32 63 21 81 75

  **Site Internet**: [www.athleticcenter.be](http://www.athleticcenter.be)
6. **Your socio-cultural activities**

6.1 **Our proposals**

The HENALLUX student circle organizes various events (social evenings, excursions...) for the students of the campus.

6.2 **Cinemas**

- **Cinéma Espace**  
  Espace Didier  
  6700 ARLON  
  **Tel. + 32 63 22 45 62 (when films are shown)**  
  **Website:** [www.cine-espace.be](http://www.cine-espace.be)

- **Utopolis Luxembourg**  
  Avenue J.F. Kennedy 45  
  1855 LUXEMBOURG  
  **Website:** [www.utopolis.lu](http://www.utopolis.lu)

The programmes of other cinemas in the area are to be found on [www.cinebel.be/fr](http://www.cinebel.be/fr).

6.3 **Museums**

- **Musée Gaspar**  
  (Historical heritage of Arlon)  
  Rue des Martyrs 16 - 6700 ARLON  
  **Tel. + 32 63 60 06 54**  
  **Website:** [www.ial.be](http://www.ial.be)  
  Open from TUE to SAT 9.30–12.00 and 13.30–17.30, as well as SUN pm from 15 April to 15 September. Closed on Mondays and during the Christmas holiday.

- **ARCHEOLOGICAL MUSEUM**  
  The Musée Archéologique shows collections dating from prehistory, the Gallo-Roman period and the Merovingian period.  
  rue des Martyrs 13  6700 Arlon  
  Open from TUE to SAT 9–12 and 13–17.30  
  Open SUN (from Easter to mid-September) and holidays 13.30–17.30.  
  Closed MON, Nov. 1, Nov.11 and during the Christmas holiday.

- **CYCLE MUSEUM**  
  Rue de Stehnen 44  6700 WEYLER  

- **INTERNATIONAL SCOUT MUSEUM**  
  Rue du Maitrank 49  
  6700 BONNERT  
  **Website:** [www.museescout.xdir.org](http://www.museescout.xdir.org)
6.4 Monuments

- The Roman Tower
  The museum of the Roman Tower shows a genuine Roman Tower of the end of the third century AD as well as several burial monuments.
  Grand-Place 6700 ARLON
  Every day: ask at the Brewery “Le d’Alby” on the Grand-Place, rue du Marché-au-Beurre 1.

- The Clairefontaine Park
  The Clairefontaine Park (now property of the association of the Arlon deanery) is a remarkable Cistercian site 4 km away from Arlon, near the Luxembourg border

- The Saint-Donat Church
  The Saint-Donat Church is located on the Knippchen, a hill in the centre of the town. It was built in 1626 by Capuchin Fathers, and fortified under Louis XIV. Restored in 1851 and again at the end of the 19th Century. The Royal Way of the Cross is classified. Access to it by a ramp. From the top of the steeple, three countries are visible (Belgium, Grand-Duchy and France).

- The Saint-Martin Church
  The Saint-Martin Church is one of the three main churches in town. Built from 1907 to 0914, it is of neo-gothic style. It is an important place of cult in the parish.
  Since 2002, the church is also classified in the Exceptional Heritage of the Walloon Region.

- The Baths and the old cemetery
  Open site, accessible rue des Thermes Romains

- The Clairefontaine Abbey
  Website: www.clairefontaine-aron.be

6.5 Markets

Weekly market :THU 8 >13  - centre of the town
Flea market 8 < 15, very first Sunday of the month (from March to November) – centre of the town
6.6 Theatres

- **Maison de la Culture Arlon**
  
  *Culture Hall - Drama and concerts*
  
  More than 60 different shows a year
  
  Parc des expositions 1
  
  6700 ARLON
  
  Tel. + 32 63 24 58 50
  
  Website: [www.maison-culture- arlon.be](http://www.maison-culture- arlon.be)

- **L’Entrepôt**
  
  Music festivals, concerts and other activities
  
  Rue Z. Gramme 2
  
  6700 ARLON
  
  Tel. + 32 63 23 53 97
  
  Website: [www.losange.net](http://www.losange.net)

6.7 Celebrations

- **Arlon Carnaval**
  
  Nowadays, the middle of Lent marks the date of a great parade, with bandwagons and the election of a Prince-Carnival! In 1979, a parade started again, bound to the local folklore, among them Pierrots and a group of Giants. It has grown since that time, with an International approach, while keeping its regional character. Mid-Lent Sunday from 2.30pm on in the streets of Arlon.
  
  Website: [www.arloncarnaval.be](http://www.arloncarnaval.be)

- **Maitrank Festival**
  
  In the beech forests around Arlon, a small odorous plant grows: the sweet woodruff. It is soaked before blooming in Moselle white wine, with orange slices, and gives an excellent drink: Maitrank. The recipe of “Homemade Maitrank” is fiercely kept secret by numerous inhabitants of Arlon, everyone having their own variation.

  Every year, the town honours its famous beverage during the last week-end in May. Music bands and folklore groups parade through the town. A lot of tastings of the drink are proposed in town, where a fountain of the precious drink can be seen, and there is a show on Leopold square.

  Website: [http://www.maitrank.be/](http://www.maitrank.be/)
• **Solidarity Market**
  Community Christmas market organized in December. Meeting in front of Saint-Martin and in the park of the Governor’s palace

• **The Aralunaires**
  For 9 days, Arlon becomes a huge musical stage, in the streets, near the main monuments, and also in private houses or shops. 90 concerts in all, and exhibitions in 40 places, for all ages and every taste. And more than 6500 people involved.

  **Website**: [http://nuits.losange.net/](http://nuits.losange.net/)

  Source: *Vue of Arlon from the school*
Bastogne

Bastogne is a town of around 15000 inhabitants. It is the capital and hub town of the Ardenne, located on a high plateau, in the middle of the large forests of High Belgium and the best scenery of Luxembourg. It has also been a major trade centre since the Middle Ages, hence its nickname “Paris in Ardenne”.
Bastogne, a War Cross city, has become a historic town after the bloody Battle of the Bulge and the cheeky answer of its defender, General McAuliffe. It was then baptized “Nuts City”.
Because of its central location, Bastogne allows you to drive around and appreciate the large landscapes of the high plateau, the jewels of the Ardenne and the most well-known sites of Luxembourg and the Grand-Duchy.

Website: [www.si-bastogne.be](http://www.si-bastogne.be)

1. **Your accommodation**

The office of International Relations can help you find accommodation with private owners. We have an updated list of bedsits for students, also called “kots”. Prices range from 125€ to 200€ per month, most often with rental charges included.

When there is a vacancy, students can also stay at the student hostel of the pedagogical department, the “Sablon”.

“Le SABLON” is designed for girl students attending higher education at HENALLUX, pedagogical department. We wish to offer an ideal setting for studying, in a quiet and safe environment.

Having a room in the student hostel involves agreeing to live in a community, where everyone must accept the rules so that everyone can succeed. Enrolment means adherence to the regulations.

- 8 furnished rooms on 3 floors of a building directly connected to the college.
- Every floor of 6 rooms has a common kitchen/dining room and toilets.
On the ground floor, showers and TV room.
- Prices vary from 150 to 250€ according to the surface, plus rental deposit of 2 months’ pay.
- Contracts of 10 mois (September-June).
- TV distribution and Wifi
- Meals available at the secondary school restaurant.

Information: Anne Leboutte +32 61 01 74  [anne-leboutte@henallux.be](mailto:anne-leboutte@henallux.be)
2. **Public transportation**

The nearest airport is Luxembourg, located 80 km away from Bastogne. But you can also join us via Brussels-South (Charleroi) or Brussels-National (Zaventem). By train or bus, via Libramont station, you can reach Brussels or Luxembourg every hour on SNCB trains (National company). In Libramont, you have regular buses running to Bastogne. Information via [www.sncb.be](http://www.sncb.be), +32 61 22 86 11. For buses, [www.infotec.be](http://www.infotec.be) or at the Gare du Sud in Bastogne +32 61 21 11 08.

3. **Emergencies and health**

- **Doctors on call** (at night, on week-ends and holidays: Tel. 1733)
- **Sainte-Thérèse Hospital** (Vivalia), Chaussée de Houffalize 1 6600 BASTOGNE, + 32 61 24 01 11
- **Local police**: Welcome in Bastogne non stop – Rue de Marche, 69 - +32 61 24 12 11
- List of doctors on call available

4. **The Multimedia Centre of the Pedagogical Department**

- **Opening hours and access:**
  
  From September to June: MON to FRI 8.15>17.30
  Summer holidays: 15 July > 15 August
  Access to all staff and students of higher education
  Guarantee fee of 25€ to pay first
  Free borrowing of document for one month.
  Over that month, 0.50€ charge per week late and per document
  Delay of the borrowing possible (not more than twice)

- **The library**

  Silent reading room, for personal research
  30.000 books CDU classified (Universal Decimal Classification), focused on teaching from preschool to higher education: course-books, pedagogical research, subject didactics, child and teenager literature.
  Encyclopedias and dictionaries
  Free borrowing for one month.
  3 computers for documentary research: computed data for checking “Books” and “Papers”.
• **The periodical room**

_A room designed for documentary research in groups_

200 active periodicals and 250 dated periodicals (general and specialized in one of the subjects taught at the department), classified alphabetically. The periodicals of the past month are displayed on 7 shelves, the older ones in boxes, per year and per title.

30,000 books, CDU classified, generally focused on teaching, from preschool to higher education: course-books, pedagogical research, subject didactics, child and teenager literature.

80,000 papers downloaded, mainly thanks to information catalogography uniting four higher education libraries.

3 cases for documentary videos.

2 copy machines (one black and white, the other colour) to be used exclusively by users of the Centre for documents that cannot be borrowed (Final Work, dictionaries, course books marked with an orange sticker)

• **The Final Work room**

_A room also designed for documentary research in groups and seminars_

Final work documents: 2530 documents realized since 1987, also CDU classified, to be used only in the Centre.

Game library: education games and pedagogical tools

Video linked to cable TV, for recording TV programmes, copying videos, doing audio-visual work.

Cybercentre: multimedia PCs with Internet access and printer. Consultation of book and paper data also possible.

• **Contacts**

Tel. + 32 61 21 01 72

Fax + 32 61 21 23 32

E-mail: peda.bibliothèque@henallux.be

Sandrine DIDIER

E-mail: sandrine.didier@henallux.be

_Source : catégorie pédagogique
Bastogne_
5. **Doing sport**

The Sport Centre Porte de Trèves is nowadays equipped with a swimming pool, two omnisport halls, one dojo, one gym hall, one dance hall, one multi-sport hall, one climbing wall, two meeting rooms and one pub seating 150 people. Outside, you find a multisport area and a roller track.

From January to December, every day, hundreds of sport fans walk in, people of all ages and all levels. The practice is mainly organized in clubs, but families and individuals can be happy there too.

Rue Gustave Delperdange
6600 BASTOGNE
Tel. + 32 61 21 50 57
Website: [www.centresportifbastogne.be](http://www.centresportifbastogne.be)
E-mail: centresportifbastogne@skynet.be


6. **Socio-cultural activities**

Bastogne was at the heart of the Battle of the Bulge. There are a lot of museums and monuments giving the milestones of that history.

Bastogne also means the quiet nature of the Ardenne: stroll along our country lanes, admire fauna and flora, take advantage of quality countryside accommodation to feel well again.

There are a lot of events in town every week-end, and shopkeepers will welcome you heartily in their shops on Sunday afternoon.

Source: [www.opt.be](http://www.opt.be)
6.1 Our proposals

The Student Cell represents the Bastogne students in the University College. They also organize the socio-cultural activities for students. The members of the Cell are democratically elected, per year and per section.

On top of it, the Henallux student circle also organizes various events (social evenings, excursions ...) for the students of the campus. Students like to meet and have a drink after the classes at the “Quartier Junior”, the circle’s meeting place.

6.2 Cinemas

Cinema « Cinépointcom Bastogne » Rue du Sablon 195, 6600 BASTOGNE
Tel. + 32 61 21 27 78
Website: www.cinepointcom.be/bastogne/

The film programmes of the area can be found on www.cinebel.be/fr/.

6.3 Museums

MUSEUM “I was 20 in ’45”

The Battle of the Bulge told by those who lived it. New, from October 2008 on: photo exhibition “Bastogne en guerres”, on the two world wars, collection Jacques Degives

Old Seminary, Place St-Pierre
6600 BASTOGNE
Tel. + 32 61 50 20 02

• Animalaine (Museum of wool and lost crafts)

Bizory 5, 6600 BASTOGNE
Tel. + 32 61 21 75 08

• Au Pays d’Ardenne

The whole of the Ardennes in one museum. Come and discover the history of your country: stuffed animals, old tools, and one room devoted to the Battle of the Bulge.

Rue de Neufchâteau 20, 6600 BASTOGNE
Tel. +32 21 49 11

• Ferme des bisons et musée de la vie indienne (Buffalo farm and Indian museum)

RECOGNE
Tel. + 32 61 21 06 40
Website: www.fermedesbisons.be
• **MUSEUM OF THE PORTE DE TREVES**
  A museum for prehistory, Roman times and the Middle-Ages.
  Visits by appointment au + 32 61 21 32 87.

• **MUSEUM EN PICONRUÉ**
  Place en Piconrué 2
  BASTOGNE
  Tel. + 32 61 21 56 14
  Website: [www.bastogne.be/piconrué](http://www.bastogne.be/piconrué)

• **Centre de la mémoire**
  A museum about World War II is being built on the route du Mardasson

6.4 **Monuments**


Let us point out:

• **The Porte de Trèves**
  The first use of the Porte de Trèves (Trèves Gate) was to give access to the town. In 1332, Jean l’Aveugle gives the town its chart. The town is supposed to maintain the walls and the burgers must keep the watch. In 1688, the walls are demolished by order of Louis XIV, the Trèves Gate becomes a prison and later a passing house, until World War I. The damage caused by World War II nearly meant its destruction. To date, the Trèves Gate is the last remnant of the walls that used to surround the town in the Middle Ages.

• **The Bastogne fountains**
  Realized by architect Jacques Windeshausen, sculptor Willy Dory and founder Freddy Baggen. The fountain of the top of the main street represents the “bone-gnawers and soup-eaters of the Sisters” and the bottom fountain represents the “milk-drinkers of the Seminary”. The small characters are called “Piches Cacayes”
• **La Voie de la Liberté** (the Way of Liberty)
  The Way of Liberty was created by colonel Guy de la Vasselais. It follows the route of the Third Army of General Patton from Sainte-Mère-l’Église to Bastogne. The route is marked with milestones all along.

• **The German Cemetery**
  Here lie the corpses of 6807 German soldiers killed during the Battle of the Bulge in 1944-45. The youngest was 17; the eldest 52.

• **The Mardasson Memorial**
  Colline du Mardasson, 6600 BASTOGNE
  The memorial was inaugurated on 16 July 1950. That star-shaped monument was designed by architect Georges DEDOYARD to honour the memory of 76890 American soldiers who were killed, wounded or disappeared during the Battle of the Bulge. At the centre of the memorial, a stone reads: “POPULUS BELGICUS 4.VIIMCMXLVI LIBERATORIBUS AMERICANIS”. On the walls of the inner gallery, you can read the history of the Battle of the Bulge and the names of the main military units that took part in the Battle. On the crown of the gallery, you read the names of the 50 States in bronze letters. Close to the memorial, a large crypt holds three altars (Catholic, Protestant and Jewish) which were designed there so that American families could pray there and evoke the memory of their dead.

• **Foy American MEMORIAL/ Former Cemetery**
  On 5 February 1945, the American Army started a cemetery in Foy-Recogne. In 1948, they decided to repatriate the bodies at the demand of the families. Some bodies are now buried in the military cemeteries of Neuville-en-Condroz and Henri-Chapelle, Belgium, and Hamm, Grand-Duchy of Luxembourg. In memory of that provisional cemetery, a monument was inaugurated in 2004.

• **Monument aux morts L’Ardennaise**
  That monument represents a ravaged woman praying the rosary, with traditional cape and hood, looking for eternal peace through prayer. It was sculpted in 1951 by Victor Demanet (1895-1964). It had to be transferred in 1975 because of the restoration of the Saint-Pierre Square. At the back of that monument, you can read all the names of the fighters, shot, partisans and political prisoners.
6.5 Markets

There is a market every 2 Saturday mornings in Bastogne, close to the football pitch and Elizabeth Park.

6.6 Theatres

The Cultural Centre Sol Pavêye has its cultural facilities at the heart of the “Quartier Latin” of Bastogne. Rich and varied programme, for everybody’s taste.

Information: [www.centreculturelbastogne.be](http://www.centreculturelbastogne.be)

It is worth mentioning that the practice of stage skills is very present in the training of the department of pedagogy, thanks to the talent of several lecturers who believe it is possible to learn and teach through songs, drama, artistic expression in general.

6.7 Celebrations

- **La foire aux Noix (Nuts fair)**

Originally, the nuts fair was a fair for servants. The young lads who had found employment celebrated their “deal” by offering nuts to their beloved. In 1944, general McAuliffe, the commandant of the 101th Airborne, defended the town during the Battle of the Bulge. The Germans were summoning him to surrender, but he answered “Nuts” on 22 December 1944. The chance was that the answer came on the same day as the traditional pre-war celebration. The fair is celebrated every year in December.
• **The Bastogne giants, the Piches Cacayes and the Patcaranal**
  The Bastogne Giants were created in 1958. Trouffet, the typical Ardenne man, is a legendary character whose deeds were told around the fire. Marie-Jeanne embodies a shopkeeper who exported the fame of the Ardenne ham. Their son, Tanta, is closer to the folklore of the town.

The Piche cacaye is the key-character of the Bastogne legend. It corresponds to the Titi in Paris or the Ketch in Brussels.

Those characters can be met every year during the Patcaranal, a three-day parade, with more than 30 decorated wagons, 1000 people parading, 15000 people watching...

• **THE INDIAN FESTIVAL at the Buffalo Farm**
  In one week-end of July, you can live at the rhythm of cow-boys and Indians. Tipis and camps are reconstituted, as well as the craft and traditions of the Far West.

There are shows, concerts, guided visits, children’s villages...

• **Le WARD’IN ROCK FESTIVAL**
  At the end of August, in Wardin, a small village, one of the nicest pop/rock festivals in Belgium! [www.wardinrock.be](http://www.wardinrock.be)

source: [http://geantsdebastogne.skyrock.com](http://geantsdebastogne.skyrock.com)
Marche

Located in the Province of Luxembourg, along the Condroz and the province of Namur, nesting between the valleys of the Lesse and the Ourthe, the territory of Marche-en-Famenne is a mix of Famenne and Ardenne.

With a total surface of 12143 hectares, one thousand consisting in forests, the council counts nearly 17500 inhabitants and brings together around the town of Marche the villages of Aye, Champlon-Famenne, Grimbiémont, Hargimont, Hollogne, Humain, Lignières, Marloie, On, Roy, Verdenne and Waha.

The town, which is the capital of the Famenne, has been remarkably renovated while preserving the remains of its past. Tokens of that are some remarkable buildings dating from the 17th century, its numerous sculptures and fountains, its pedestrian streets and its streets that have kept their narrow look and where strolling is real fun.

Marche-en-Famenne also means the comfort of urban services in a rural context. A placed where shopping rhymes with pleasure, where entertainment is everywhere, with a highly developed number of associations, and where a large amount of animations, concerts, shows, exhibitions and other cultural or sport activities are organized all along the year.

For more information: www.marche.be

1. Your accommodation

You will find information about opportunities of accommodation at the following address:

Point Relais Infor Jeunes
Rue du Commerce, 2 - Boîte 5 (Galerie des Carmes) - 6900 Marche-en-Famenne
T: 084/32.19.85 -
E-mail: prij.marche@inforjeunes.be

Website: www.inforjeunes.be - www.bougerjeunes.be
2. Public transportation

2.1 Trains

The town has two stations: Marloie and Marche:

- Marloie: Line IC J - Bruxelles-Luxembourg (train every hour)
- Marche: Line 43 - Liège-Jemelle (stop in Marche-en-Famenne and Marloie)

Information can be obtained via www.belgianrail.be or the service ‘Info voyageurs’ of the SNCB at 02/528.28.28 (every day from 7h to 21h30).

2.2 Buses

The TEC bus network runs in the town of Marche and around, particularly from the Marloie station.

Information can be obtained via www.infotec.be or the service ‘Info voyageurs’ of the TEC at 081/25.35.55 (every day from 7h to 19h).

3. Emergencies and health

- Princesse Paola Hospital (IFAC): 084/21.91.11
- Medical emergency telephone call: 112
- Fire brigade: 112
- Local Police: 084/31.03.11
- Poison Centre: 070/24.52.45
- Burn Care Centre: 04/366.72.94

For more information: www.marche.be (doctors, pharmacies,..)
4. **Librairies**

- **Provincial libraries and toy-lending libraries**
  Chaussée de l’Ourthe, 74 - 6900 Marche-en-Famenne
  Tel: 084/31.27.45
  **E-mail**: bibliotheque.locale.marche@province.luxembourg.be
  ludo@province.luxembourg.be

- **Pointculture - - Médiacentre**
  Tel: 061/22.43.20 -
  **Website**: [www.poinculture.be](http://www.poinculture.be)

5. **Doing sport**

The town of Marche has a large number of sport facilities: Local Sport Centre, indoor swimming-pool, tennis courts, fitness centre, ...

**Local Sport Centre**
Chaussée de l’Ourthe 74 – 6900 Marche-en-Famenne
Tel: 084/32.00.90 - E-mail: ccs@marche.be
**Website**: [www.sport.marche.be](http://www.sport.marche.be);  [www.marche.be](http://www.marche.be)

6. **Your socio-cultural activities**

6.1 **Theatre**

**Maison de la Culture Famenne-Ardenne**
Chaussée de l’Ourthe, 74 - 6900 Marche-en-Famenne
Tel: 084/32.73.86 (billetterie) - 084/31.46.89 - E-mail: mcfa@marche.be
**Website**: [www.maisondelaculture.marche.be](http://www.maisondelaculture.marche.be) - [www.marche.be](http://www.marche.be)

6.2. **Cinemas**

**Cinépointcom Marche**
Rue Notre-Dame de Grâces 2, 6900 Marche
Tel : 084/31.45.18 -
**Website**: [www.cinepointcom.be](http://www.cinepointcom.be)
6.3. Museums

- **Musée de la Famenne**
  Rue du Commerce, 17 - 6900 Marche-en-Famenne
  Tel: 084/32.70.60 - E-mail: musee.famenne@marche.be
  Website: [www.musee.marche.be](http://www.musee.marche.be)

- **Musée des Chasseurs Ardennais**
  Camp militaire Roi Albert - Chaussée de Liège, 65 - 6900 Marche-en-Famenne
  Tel: 084/24.60.82 - 084/24.61.39 (J-M. Wallon - from 9h to 16h during the week)
  E-mail: museedeschasseursardennais@skynet.be

- **International School of Luth-making**
  Art et lettres en Marche asbl - La Vieille Cense, Rue de la Station 4 - 6900 Marloie
  T: 084/44.59.50 -
  E-mail: ecoledelutherie@marche.be -
  Website: [www.ecoledelutherie.eu](http://www.ecoledelutherie.eu)
  Website: [www.tourisme-marche-nassogne.be](http://www.tourisme-marche-nassogne.be)

6.4 **Le Wex (Wallonie Expo)**

Zone de la Famenne, Route des Deux Provinces, 1
6900 Marche-en-Famenne
084/340800
http://www.wex.be
6.5. **Monuments**

- **‘Vieux-Marche’**

  The town of Marche has been remarkably renovated while keeping the remains of its past. It was not selected by chance as the Belgian laureate for the European competition "EDEN 'European Destinations of Excellence' in 2011; the theme was on the 'rehabilitation of physical sites.' Among the sites brought in the light: the Juniesse Tower (Luth craft), the Maison Jadot (Museum of the Famenne), the Carmes, the Van der Straeten castle (town hall), the former Wheat market (restaurant), the former Jesuit church (hotel and restaurant), the Hassonville castle (hotel and restaurant), the Jemeppe castle (seminars),

- **Saint-Etienne Church in Waha**

  Rue du Maquis – 6900 Waha

  That remarkable romance building, classified as Major Heritage of Walloonia, shelters a rich collection of art pieces made sublime by the fabulous colour effects coming from the stained glass created by Jean-Michel Folon.

  **Website**: [www.tourisme-marche-nassogne.be](http://www.tourisme-marche-nassogne.be)

  **Source**: www.info.catho.be

6.6. **Markets**

The public market takes place every 1st and 3rd Monday of the month, in the morning, on the Place aux Foires.

6.7. **Celebrations**

There are several local festivities: Market 1900 (15 August), Christmas Market, Grosse Biesse Carnival, ADEPS walks, flea-markets, concerts, shows, exhibitions, ... Please refer to the agenda of activities on [www.tourisme-marche-nassogne.be](http://www.tourisme-marche-nassogne.be) or [www.marche.be](http://www.marche.be).
Namur

Namur is the capital of Wallonia and of its 3.5 million inhabitants, at the heart of the Regions of Europe. Government, parliament and administration are located in town, around the meeting of the two rivers the Sambre and the Meuse, at the bottom of the Citadel.

1. Your accommodation

If you wish to be helped for finding accommodation, you can write it in the online application form. That help consists only in offering information about lodging opportunities.

1.1 Student rooms

A “kot” is a private bedsit rented to students during the school year or academic year in Belgium.

those “kots” are either individual or are part of community lodgings gathered around a common area of kitchen, bathroom... generally called “commu”.


Via facebook: StudentsNamurKots, KotappartementNamur

www.namur.be
1.2 The student hostel of the paramedical department

Private room (+/-10 m²), heated, with bed, case, table, chair and washbasin with hot and cold water (the furniture already present must remain but can be completed).

Showers at every floor (50€ coins), a common kitchen fully equipped, a sitting room with TV.

Common Internet room with computers and connection points for laptops.

A warden keeps the watch.


Rental guarantee: 420€ to pay when enrolling.

Rental agreements valid for 10 months.

Booking only on the spot.

Possibility to stay over at week-ends and during the Christmas and Easter holidays.

According to vacancies, it is possible to stay for short periods (placements, Erasmus stay,...)

Further information: Maria Isabel Tovar (+32 81 723 488)

pedagogie.paramedical@gmail.com

www.namur.be
2. Public transportation

2.1 Trains

Trains run through Namur. The station is located Place de la station, 5000 Namur.

Informations may be found via www.belgianrail.be or ‘Info voyageurs’ of SNCB at 02/528.28.28 (7 days/7 from 7h to 21h30).


For example: the price of a return train ticket Namur-Brugge:
- Go Pass 1: (for someone aged less than 26): 13 €
- Go Pass 10: (for someone aged less than 26): 10€
- Week-end ticket: 20.40 €
- Standard ticket: 39.20 €

For example: the price of a return train ticket Namur-Brussels
- Go Pass 1: (for someone aged less than 26): 13 €
- Go Pass 10: (for someone aged less than 26): 10€
- Week-end ticket: 9€
- Standard ticket: 16.40€

For example: the price of a return train ticket Namur-Arlon
- Week-end ticket: 19.40€
- Standard ticket: 37.20€
2.2 Buses

The TEC (Transport en commun/ Public transportation) allows you to travel by bus. You can choose your ticket according to the frequency of your trips:

Maison du TEC – Maison de la mobilité: place de la Station 25 5000 Namur

Tel +32 81 25 35 55 open MON-FRI 7.00>18.00, SAT 8.30>17.00 closed on Sundays and holidays.

3. Emergencies and health

- Pharmacy on call: 0900/10 500 (0,50 €/min.) - www.pharmacie.be
- Doctor on call: 081/73.36.33 (week-end and holidays)
- Federal police: Place du Théâtre 5 5000 NAMUR

- Centre hospitalier régional de Namur et Maternité - CHRN (Hospital)
  Avenue Albert 1er 185
  5000 NAMUR
  Tel. + 32 81 72 61 11
  Fax + 32 81 72 68 05
  Website: www.chrnamur.be

- Clinique et Maternité Sainte-Elisabeth (Hospital)
  Place Louise Godin 15
  5000 NAMUR
  Tel. + 32 81 72 04 11
  Fax + 32 81 72 04 31
  Website: www.cmse.be

- Clinique Saint-Luc (Hospital)
  Rue Saint-Luc 8
  5004 NAMUR (BOUGE)
  Tel. + 32 81 20 91 11
  Fax + 32 81 20 91 98
  Website: www.st-luc-bouge.be
4. Libraries

Each campus has its own library specialized in the subjects taught on it. Access to the libraries is allowed on the simple production of the student card. Some documents can be borrowed free.
All documents, books and magazines are recorded on the online catalogue at http://bib.henam.be/opac/

4.1 The documentary centre of IESN

Opening hours:
MON: 8.00>13.15 / 13.45>16.00
TUE: 8.00>13.15 / 13.45>16.00
WED: 8.00>16.00
THU: 8.00>13.15 / 13.45>16.30
FRI: 8.00>13.15 / 13.45>16.30
Contact: Anne Calomne  Tel +32 81 46 86 33

4.2 The documentary centre of the paramedical department

Opening hours:
MON: 8.15>18.00
TUE: 8.15>18.00
WED: 8.15>18.00
THU: 8.15>18.00
FRI: 8.15>13.30
Contact: Aurore Georges, Stéphanie Laffut, Thomas Sautier et Tamara Del Gallo
Tel +32 81 46 85 96
Mail: bibliotheque.paramedicale@henallux.be
4.3 **The documentary centre of the pedagogical department of Champion**

Opening hours:
MON: 9.30>17.00  
TUE: 9.30>17.00  
WED: 9.30>17.00  
THU: 9.30>17.00  
FRI: 9.30>15.45

Contact: Blandine Hallet  
**Tel** +32 81 20 85 36

4.4 **The documentary centre of the pedagogical and social departments of Malonne**

Opening hours:
MON: 8.30>17.30  
TUE: 8.30>17.30  
WED: 8.30>17.30  
THU: 8.30>17.30  
FRI: 8.30>17.30

Contact: Christian Bouvin  
**Tel** +32 81 46 85 66  
**E-mail**: christian.bouvin@henallux.be

4.5 **The documentary centre of the social department of Namur**

Opening hours:
MON: 8.30>12.00 / 12.45>17.00  
TUE: 8.30>12.00 / 12.45>17.00  
WED: 8.30>12.30  
THU: 8.30>12.00 / 12.45>17.00  
FRI: 8.30>12.00 / 12.45>17.00

Contact: Françoise Goossens  
**Tel** +32 81 46 86 66  
**E-mail**: bibliotheque.social@henam.be
5. **Doing sport**

The students of the University College have access to the “Service Sports” of the University (Facultés Universitaires Notre-Dame de la Paix) of Namur. Here is the list of the available sport activities:

> **Martial arts**
Aikido, boxing, jisei goshindo, jiujitsu, judo, karate kyokushin, karate self-defence, taiji quan, tai jutsu.

> **Dance and revalidation**
Aerobics, jazz funky, aerobic step, power training, stretching, yoga.

> **Water sports**
Swimming, aquagym

> **Team sports**
Athletics, badminton, basket ball, hand-ball, hockey, mini-foot, rugby, volley-ball

> **Individual sports**
Athletics, climbing, trampoline

The **sport card** gives access to nearly all activities monitored by trainers.

Cards are available at the Service des Sports (Centre Sportif Universitaire). The activities start mid-September.

To get your card (strictly personal) you must be an adult or in the 5th form of secondary studies at least. Please bring an identity card photograph, your student card and 75€.

**Sports service**: 081/73 59 78
6. **Your socio-cultural activities**

6.1 **Our proposals**

At the beginning of the first and second semester, the University College organizes a guided tour of the town of Namur by bicycle and, in the middle of each semester, cultural or playful activity for all incoming students. In the same periods, the NEW association (Namur-Europe-Wallonie) organize a presentation of the town for all Erasmus students. Those activities are opportunities for Erasmus students from the different campuses to meet.

6.2 **Cinemas**

- **ACINAPOLIS**
  
  Rue de la Gare Fleurie 16
  
  5100 JAMBES
  
  **Tel.** 081/32 04 40
  
  **Website:** [www.acina.be](http://www.acina.be)

  Twelve large halls, fully accessible to handicapped people

- **CAMEO 2**
  
  Rue des Carmes 49
  
  5000 Namur
  
  **Tel.** 081/22 26 19
  
  **Fax:** 081/22 47 15
  
  **Website:** [www.cinemacameo.be](http://www.cinemacameo.be)
6.3 Museums

- **Musée Diocésain et Trésor de la cathédrale Saint-Aubain**
  Place du Chapitre 1 - 5000 NAMUR
  Tél. + 32 476 97 23 24
  Religious Heritage

- **Musée des arts anciens du Namurois**
  Rue de Fer 24 - 5000 NAMUR
  Tel. + 32 81 22 00 65
  Website: musee.arts.anciens@province.namur.be
  Art heritage of the Middle Ages and Renaissance
  Hugo d'Oignies treasure
  TUE to SUN 10.00>18.00

- **Musée de Groesbeeck - de Croix**
  Rue Saintrains 3 - 5000 NAMUR
  Tel. + 32 81 24 87 24
  Burger House of the XVIIIth century.
  Art heritage of the XVIth, XVIIIth and XIXth centuries. Open every day apart from MON, 10.00>12.00 / 13.30>17.00

- **Musée archéologique de Namur**
  Rue du Pont 21 - 5000 NAMUR
  Tel. + 32 81 23 16 31
  Exhibition of excavations in the Province of Namur.
  THU>FRI 10.00>17.00 and SAT/SUN 10.40>17.00

- **Musée africain**
  Rue du 1er Lancier 1 - 5000 NAMUR
  Tel. + 32 81 23 13 83
  E-mail: mafriam@skynet.be
  SUN, THE and THU 14.00>17.00 / July and August: every day 14.00>17.00

- **Musée Félicien Rops**
  Rue Fumal 12 - 5000 NAMUR
  Tel. + 32 81 22 01 10
  E-mail:rops@ciger.be
  Website: www.ciger.be/rops/
  Art heritage of the XIXth century
  TUE to SUN 10.00>18.00 / July and August: every day 10.00 > 18.00
6.4 Monuments

• The citadel
With a surface of 80 hectares, the Citadel of Namur was one of the largest fortresses in Europe. Website: http://www.citadelle.namur.be/

• The perfume workshop Guy Delforge
That creation centre is unique in Europe. It allows everyone to understand the steps of the making of a perfume. Perfumes are born and grow in the womb of the Citadel, the casemates which were already used under Charles V. Château des Comtes, Route Merveilleuse, Namur Citadelle 5000 Namur
Tel +32 81 22 12 09 Fax +32 8122 17 92 http://www.delforge.com
6.5 Markets

**Tuesday** 8.00>13.00 – Salzinnes, place Louise Godin

**Wednesday** 12.00>18.30 - Namur (Station), place de la Gare

**Thursday** 8.00>13.00 - Jambes, place de Wallonie

**Friday** 16.00>20.00 – La Plante, chaussée de Dinant, parking of the sport hall (bio and farm products)

**Saturday** 8.00>13.00 - Namur (centre of the town) except 3rd week-end in Sept

6.6 Theatre

**Théâtre de Namur**

Place du Théâtre
5000 Namur
081/226 026

Website: [http://www.theatredenamur.be/](http://www.theatredenamur.be/)

6.7 Celebrations

- **Pic Nic Festival**

In September
The Pic Nic Festival took its place in the Namur landscape a few years ago. One of the few Blue Grass Festivals in Belgium, with interesting windows on Celtic folk and jazz. Pic Nic offers a quality international casting. The festival has a friendly atmosphere, it takes place in the green landscape of the Citadel. Every year, it attracts an international audience, from Sweden to France.

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

- **Fêtes de Wallonie (The Feasts of Wallonia)**

On the third week-end of September, the Feasts of Wallonia invade the town. The programme is appealing: music of all styles, from international stars to local artists, folklore, popular games, local food. You will discover the best traits of the Namur people, their sense of hospitality, their happiness...

[infos@fetesdewallonie.be](mailto:infos@fetesdewallonie.be)

[http://www.fetesdewallonie.be](http://www.fetesdewallonie.be)
**The International Festival of the Francophone Film of Namur**

*First week in October*

Namur has seen the birth of some great names of cinema, among them Benoît Poelvoorde. During the first week of October, the FIFF invades the town. More than 100 francophone films shown, early releases, an international competition, a jury of professionals and actors. The public can meet the actors and debate under the main tent or around the film shows.

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

**Christmas market**

*December*

The Christmas village of Namur welcomes you from 2 to 30 December in a fairy setting to share the joy of the end of the year. More than hundred little chalets cover the Place d’Armes, the rue de Fer, the Grognon, and offer plenty of ideas of presents and food products. Every weekend, people of every age can take part in activities and animations: concerts, choirs, folklore, bands, ... There are also stands and merry-go-rounds, and do not miss the visit of Santa. The big chalet of the Place d’Armes is the right place for meeting the people who will share that typical end-of-the-year atmosphere with you. You can also cross the town in a horse-drawn cart. Last but not least, you can go and glide on the Grognon ecological ice-rink, which is 300 m² large.

**Namur in May**

The festival of fairground arts
From Ascension Thursday on
“Ladies and gentlemen, come and have a look! Enter the world of illusion and go back to your child soul!” Every year, on Ascension Day, you can see merry-go-rounds, barkers, patter merchants, flea tamers, giant insects, Namur becomes the city of Oz.

[info@artsforains.com](mailto:info@artsforains.com)
[http://www.artsforains.com](http://www.artsforains.com)
• Verdur Rock

*Last week-end in June.*

Verdur Rock is the oldest rock festival in Belgium. On the last Saturday in June, that modern casting mixes all sorts of music styles and musicians of every generation and fame. It is the same mix of ages and styles in the audience who meet in the green setting of the Citadel and the Théâtre de verdure. The Festival has been a trampoline for young musicians from far and near for 26 years now.

info@verdurrock.be
http://www.verdurrock.be

• Festival of Wallonia

*First two weeks in July.*

The Festival of Wallonia proposes a nice discovery of the musical and architectural heritage of our area with its six festivals. It happens in the first two weeks of July and is growing in importance every year. Events happen in the Saint-Loup church, in the superb de Groesbeeck de Croix museum, in the Maison du Mariage or in the Theatre Foyer, everywhere you can vibrate with classical or modern sounds. Do not miss the final Governor Ball, which closes that fabulous couple of weeks in dance and merriment.

info@festivaldewallonie.be
http://www.festivaldewallonie.be

6.8 River tourism

The Namourette

A little passenger boat sails on the Sambre and the Meuse between Jambes and Salzinnes. Its nice name “Namourette” is a hint at the town and the Venetian cousins.

http://www.ville.namur.be

Source: www.namur.be
Seraing

Liège is nowadays the big Walloon metropolis and the third town of Belgium. It has 200,000 inhabitants. It lies at the centre of the Euregio Meuse-Rhine, with the three towns Maastricht (Netherlands-30km), Aachen (Germany-50km) and Hasselt. Seraing is not more than 10km from Liège. It has several sections: Seraing, Ougrée, Jemeppe-sur-Meuse and Boncelles. Seraing counts 63500 inhabitants.

1. Your accommodation

A list of “kots” (bedsits) is available at the secretariat of the campus. Ask our brochure, we will send it to you.

E-mail: info.ems@hebp.be

The Centre-J accommodation service
Infor - Logement
Boulevard d’Avroy 5
4000 LIÈGE
Tel. + 32 42 23 00 00

Boarding accommodation in Liège
Internat Autonome de Liège (Cointe)
188€ per month, half-board (breakfast, tea-time and dinner)
Tel +32 4 252 92 86

The site of the University of Liège:
http://www.logement.ulg.ac.be

Websites for accommodation in Liège:
www.kotaliege.be
www.kots.be
www.vlan.be
www.kotplanet.be

Source: http://users.teledisnet.be
2. **Public transportation**

2.1 **Planes**

The nearest airport to reach Liège is Liège-Bierset (10km from Liège). To go downtown from the airport, you want bus N°57.

http://www.liegeairport.com

Other airports:
Charleroi Brussels South airport (90km from Liège)
http://www.charleroi-airport.com
Brussels-Zaventem airport (95 km from Liège)
http://www.brusselsairport.be

2.2 **Trains**

Liège-Guillemins is an important crossroads of the Belgian railway network, which welcomes about 36.000 travellers every day. The station is one of the nicest architectural masterpieces among European stations. It is the work of Santiago Calatrava. Everything is at hand in the station for a modern style of travelling. It is the running placed for Thalys, ICE and InterCity trains from and to Germany, Belgium and the Netherlands.

From Liège-Guillemins, to go to Seraing, you want either another train or a bus.

Take another train in the direction of Namur and stop at “Pont de Seraing”. Then, it is only 700 m walking to the campus.

Take bus n°2 direction Seraing to the Esplanade de l’Avenir: stop at “Banque”

Visit: http://www.b-rail.be

2.3 **Buses**

The TEC Liège-Verviers group is the public transportation company which is active in the area of Liège.

* Line n°2: Liège-Seraing-Boncelles, stop “Banque”, Esplanade de l’Avenir (150m walking from the campus)
* Line n°9: Liège-Seraing-Huy, stop“Banque”, Esplanade de l’Avenir (150m walking from the campus)
* Line n°53: Liège-Hollogne-Seraing, stop “Gare routière”, at the Seraing Bridge (800m walking from the campus)

Visit: www.infotec.be
3. **Emergencies and health**

3.1 **Health**

- Medical care service: night s (from 7 pm, in the week), on week-ends and holidays. Seraing: +32 4 338 38 42
- Pharmacy on duty: 0900/10 500
- Medical consultation:
  
  **C.H.U. (Centre Hospitalier Universitaire du Sart-Tilman)**  
  Avenue de l’Hôpital, bâtiment B35  
  4000 LIÈGE  
  Tel. + 32 42 42 52 00

  **Centre hospitalier du Bois de l’Abbaye et de Hesbaye**  
  Rue Laplace 40  
  4100 SERAING  
  Tel. + 32 43 38 90 30

  **C.H.R. Citadelle**  
  Boulevard du 12e de Ligne 1  
  4000 LIÈGE  
  Tel. + 32 42 25 61 11

- **SIPS (Service of Psycho-sexual information))**  
  Centre of family planning that allows every student to consult a lawyer, a psychologist or a doctor.  
  Rue Sœurs-de-Hasque 9  
  4000 LIÈGE  
  Tel. + 32 42 23 62 82

3.2 **Useful addresses**

- **Local police** :  
  Rue Bouteille 65  
  4100 SERAING  
  Tel. + 32 43 30 52 94 *(Urgences : 101)*

- **Centre J** : 
  It is a local council service, an information service for young people, whose mission consists in welcoming, listening, counseling and guiding, whatever the question or the problem. 
  Boulevard d’Avroy 5—4000 LIÈGE—Tel. + 32 42 23 00 00
4. Libraries

On the campus: HENALLUX  Seraing campus
Network of the libraries of the University of Liège  http://www.libnet.ulg.ac.be
Library Chiroux  Liège : http://www.culture.prov-liege.be

5. Doing sport

The town of Seraing and the town of Liège offer a large choice of sport facilities: sport centres, swimming pools, sport fields...

• Complexe sportif du Bois de l’Abbaye
  Avenue des Puddleurs à Seraing
  Tel. + 32 43 36 48 55
  Website : http://www.seraing.be/Complexe-sportif-du-Bois-de-l,1774.html

• RCAE
  Domaine du Sart-Tilman, bâtiment B14
  4000 LIÈGE
  Tel. + 32 43 66 39 34
  Website : http://www.rcae.ulg.ac.be

6. Your social-cultural activities

6.1 Our proposals

The Circle of the HENALLUX students organize various events for the students of the campus.

Twice a year, the International Relations of the EMS, together with the Student Circle, organize a movie evening “EMS at the movies” with a meal having an international dimension.
6.2 Cinemas

- **Palace Liège** Rue Pont d'Avroy 21
  4000 LIÈGE
  Website: [http://kinepolis.be](http://kinepolis.be)

- **Les Grignoux** : Cinéma le Parc, Cinéma Churchill, Cinéma Sauvenière
  Website: [http://www.grignoux.be](http://www.grignoux.be)

- **Kinepolis Liège** Chaussée de Tongres 200
  4000 LIÈGE
  Website: [http://kinepolis.be](http://kinepolis.be)

6.3 Museums

- Aquarium-Museum
- Archéoforum
- Cristallerie Val Saint-Lambert
- Domaine de Blegny Mine
- Embarcadère du Savoir
- Espaces botaniques
- Le Grand Curtius
- Maison de la Métallurgie et de l'Industrie de Liège
- Maison de la Science
- Musée Tchantchès
- Planétarium, Observatoire de Cointe, …

For further information, please visit: [http://www.liege.be/culture/musees](http://www.liege.be/culture/musees)

6.4 Monuments

- Collégiale Sainte-Croix
- Cathédrale Saint-Paul
- Église Saint-Jacques
- Gare des Guillemins
- Hôtel de Ville
- Monument « Le Dompteur de Taureaux »
- Monument « Le Perron »
- Monument « Le Plongeur »
- Palais des Princes-Evêques

For further information, please visit:
[http://www.liege.be](http://www.liege.be)
[http://www.liegecentre.be](http://www.liegecentre.be)
6.5 Markets

SERAING - Esplanade de l’Avenir : Friday morning.
LIÈGE - Marché de la Batte : Sunday 8.00>14.00

6.6 Theatres

• Opéra Royal de Wallonie Théâtre Royal
  Rue de la Casquette 4
  4000 LIÈGE
  Website: http://www.operaliege.be

• Le Forum de Liège
  Drama and concerts Rue Pont d’Avroy 14
  4000 LIÈGE
  Website: http://www.leforum.be

• Country Hall
  Sport event and concerts (Sart-Tilman)
  Allée du Bol d’Air 13 - Domaine sportif du Bois Saint-Jean
  4031 ANGLEUR (Liège)
  Website: www.countryhallethiasliege.be

Source: www.leforum.be

6.7 Celebrations

Foire d’octobre de Liège Boulevard d’Avroy à Liège (Fun fair)
Nocturnes des Coteaux de la Citadelle 1st Saturday in October, Liège
Saint-Nicolas in Liège : student feast beginning of December, Val-Benoît and centre of Liège
Christmas Village : December, place Saint-Lambert – Place du Marché, place Cathédrale Liège
Saint-Torê : student feast end of March, Val Benoît and centre of Liège, 4 hours of scooter race at the Sart-Tilman.
Village Gaulois: from end of June to 14 July, place Saint-Paul, Liège
Feast of August 15th in Outremeuse (centre of Liège)
Virton

Virton is a French-speaking city of Belgium.

Located in Lorraine gaumaise, it is the head town of the ‘Gaume’, natural region, with many touristic activities thanks to its sunny and soft climate.

Located closed to the French border and the Duchy of Luxembourg, small city (ca 11 000 inhabitants), Virton welcomes you with its military and cultural history and its ‘sun of Gaume’. (www.soleildegaume.be).

Website: www.virton.be

1. Your accommodation

Three types of accommodation exist:

- **Maison des Ingénieurs**: Community accommodation in Virton. Monthly cost: +/-200 €
  Further information: ingénieur.virton@henallux.be

- **« Vallée de Rabais »**: Leisure centre providing chalets (3 students per chalet) – Monthly costs: +/-200€. Further information: Mr and Mrs Ponnet +32 63 57 01 44
Logement individuel chez l'habitant:
Monthly costs: from 180€ to 400€. Accommodation list available at the secretariat of the Department: +32 63 58 89 40 ingenieur.virton@henallux.be

Meals are available at midday at the restaurant of the college: hot meals (+/- 3.50 €), sandwiches (+/- 2.80 €), pasta, hamburgers, ... Many snacks bars are in the surroundings.

2. Public transportation

2.1 Trains


2.2 Buses

The TEC bus network has several buses running daily, linking Pierrard with the area around.
Tel. + 32 81 25 35 55
Website: www.infotec.be

3. Emergencies and health

3.1 Emergency calls

Doctors on duty:
Week-ends and holidays: 1733
During week-ends: from FRI 8 pm to MON 8 am.
During legal holidays: from the day before 8 pm to the day after 8 am.
During the week: +32 63 22 34 00 (from 7 pm on)
3.2 Useful addresses

• Local Police: Rue Croix Lemaire 25
  6760 VIRTON
  Tél. +32 63 60 81 30

• Cliniques du Sud-Luxembourg (www.clinsudlux.be)
  3 Clinic Edmond Jacques, Rue de Harnoncourt 48 à 6762 SAINT-MARD
  (medico-technical care, consultation, no emergency care)
  Tel. +32 63 58 81 11

  Saint-Joseph Hospital, Rue des Déportés 137 à 6700 ARLON
  Tel. +32 63 23 11 11

4. Libraries

The library of the Industrial Engineering Department is accessible every day from 8 am to 5 pm during the academic year. Students can consult and take away books, magazines, final works,... for a period of 3 weeks on end free. A deposit of 15 € is required.

5. Doing sport

• Sport centres: Centre culturel et sportif de Virton
  Cour Marchal - VIRTON
  Tél. +32 63 57 95 22
  Centre sportif lorrain de Saint-Mard (with athletics track)
  Rue du Stade - SAINT-MARD
  Tél. +32 63 57 69 74
  Centre sportif communal d’Ethe
  Place Os-Onous - ETHE
  Tél. +32 63 57 19 36

• Tennis courts: VIRTON Tél. +32 63 57 95 22
  SAINT-MARD Tél. +32 63 57 67 98
  ETHE Tél. +32 63 58 27 21
• **Outdoor discovery golf course**: Fontaine de Solumont - 6760 VIRTON  
  M. Philippe Maquet

• **Wellness/Fitness**: Presqu'île  
  Rue d'Arlon 81  
  6760 VIRTON  
  Tel. + 32 63 58 11 07  
  Website: [www.lapresquile.be](http://www.lapresquile.be)

• **Other activities**:  
  Mini-golf / Golf, pedal-boats, marked out walking tracks, climbing, biking and mountain biking (rental possible), tennis, bowls, paintball.  
  Further information on [www.soleildegaume.be](http://www.soleildegaume.be)

6. **Socio-cultural activities**

6.1 **Our proposals**

The student circle of Pierrard organize various activities (social evenings, excursions, ...) for the students of the campus.

6.2 **Cinemas**

- **Ciné Patria**  
  Rue des Fossés 20 - 6760 VIRTON - Website: [www.cinepatria.be](http://www.cinepatria.be)  
  Movie event every year: the European Movie Festival (early November)  
  Price

- **Ciné Nos Loisirs**  
  Rue Léon Colleaux 34 – 6762 Saint-Mard - - [www.cinepatria.be](http://www.cinepatria.be)
• Cinéma Espace
Espace Didier - 6700 Arlon - Website: http://www.cine-espace.be
Tel. + 32 63 22 45 62 (when movies are shown)

Programmes for the other cinemas in the area are available on http://www.cinebel.be/fr/

6.3 Museums

• Musée Gaumais
Rue d'Arlon, 38-40 – 6760 VIRTON
Tel. + 32 63 57 03 15
Website: www.musees-gaumais.be

• Musée de la guerre en Gaume
Rue Bailet-Latour – 6761 LATOUR
Tel. + 32 63 57 03 15
Website: www.musees-gaumais.be

Other museums nearby: http://www.soleildegaume.be/fr/decouvrir/:

Le musée de la vie paysanne
Le musée de l’Abbaye d’Orval
Le musée Etienne Lenoir
Le musée Lapidaire de Montauban

Source: www.audax.skynetblogs.be

Source: www.consoloisirs.be/dimanches/
6.4 Monuments

• Orval Abbaye
  Website: www.orval.be

• Torgny village and its Roman villa
  Website: www.torgny.be

• Religious Heritage
  Saint-Martin Church of Old-Virton
  Chapel of Bonlieu at Virton

And many more things to visit on www.soleildegaume.be

6.5 Markets

Friday 8.00>13.00 avenue Bouvier 6760 VIRTON

6.6 Theatres

Maison de la culture d’Arlon – drama and concerts
Parc des expositions 1
6700 ARLON
Tel. + 32 63 24 58 50
Website: www.maison-culture- arlon.be
More than 60 different events a year
Several local drama society plays between October and April

6.7 Celebrations

• La foire aux amoureux (The lovers’ fair)
  Every year on 26 December, the Virton Feast Committee organize the traditional Lovers’ fair and its legendary Pâte-eating competition, to continue in the atmosphere of Christmas.

• Christmas market

• Chocolat fair
  Various activities around the theme of chocolates and derived products
• **European Film Festival**
  Every year, at the beginning of November, that festival offers more than 30 European films classified “First release”, “New” and “Must”. It intends to show the best in European cinema and above all to films that will not have the opportunity of being shown in the classical circuit.

• **International Fair of comic strips and caricature in Virton**
  First week-end in June - Many artists are present, from all over Europe.

• **The Gaume Jazz Festival in Rossignol**
  The Gaume Jazz Festival has the flavour of Belgian and European jazz in a great and friendly artistic atmosphere. It is now a must of the cultural summer. It happens every year mid-August in Rossignol, a small village in the area of the Gaume and its micro-climate. Located between Florenville, Arlon, Virton and Neufchâteau. Twenty to thirty different bands are selected according to events, quality and theme. More than 100 artists, 24 concerts, 15 nations, 4 creations, 6 Belgian premières and world-class musicians. Residential classes are also organized in Virton.
  [www.gaume-jazz.be](http://www.gaume-jazz.be)

• **Hamawe Roost Festival**
  Unplugged music festival: bluegrass like in the Alleghenies. A music that sticks to the soles and to tradition. Country blues, that’s it.
  [www.hamawe.be](http://www.hamawe.be)

*Station of Virton*
APPENDIX

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APPENDIX

Appendix 1 : Learning agreement

Learning Agreement
Student mobility for Studies

<table>
<thead>
<tr>
<th>Student</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Sex (M/F)</th>
<th>Study cycle</th>
<th>Field of education</th>
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</table>

Sending Institution
<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty/Department</th>
<th>Erasmus code</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name</th>
<th>Email; phone</th>
</tr>
</thead>
</table>

Receiving Institution
<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty/Department</th>
<th>Erasmus code</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name</th>
<th>Email; phone</th>
</tr>
</thead>
</table>

Before the mobility

Study Programme at the Receiving Institution
Planned period of the mobility: from [month/year] ______________ to [month/year] ______________

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue¹)</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes. [web link to the relevant information]

The level of language competence⁵ in [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐
**Recognition at the Sending Institution**

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td><strong>Total:</strong> ...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

---

**Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person** at the Sending Institution</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution**</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## During the Mobility

### Exceptional changes to Table A

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Reason for change</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□</td>
<td></td>
<td>Choose an Item.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
<td>□</td>
<td>Choose an Item.</td>
<td></td>
</tr>
</tbody>
</table>

### Exceptional changes to Table B (if applicable)

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□</td>
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<tr>
<td></td>
<td></td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>
## After the Mobility

### Transcript of Records at the Receiving Institution

Start and end dates of the study period: from [day/month/year] …………. to [day/month/year] ………….

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Was the component successfully completed by the student? [Yes/No]</th>
<th>Number of ECTS credits (or equivalent)</th>
<th>Grades received at the Receiving Institution</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total: ...

### Transcript of Records and Recognition at the Sending Institution

Start and end dates of the study period: from [day/month/year] …………. to [day/month/year] ………….

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Title of recognised component at the Sending Institution (as indicated in the course catalogue)</th>
<th>Number of ECTS credits (or equivalent) recognised</th>
<th>Grades registered at the Sending Institution (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total: ...
1. Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

2. Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

3. Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/isced-f_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

4. Erasmus code: a unique identifier that every higher education institution that has been awarded the Erasmus Charter for Higher Education (EHEC) receives. It is only applicable to higher education institutions located in Programme Countries.

5. Contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

6. An “educational component” is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

7. Course catalogue: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

8. ECTS credits (or equivalent): in countries where the “ECTS” system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, “ECTS” needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.


10. Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

11. Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

12. Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reason for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previously selected educational component is not available at the Receiving Institution</td>
<td>5. Substituting a deleted component</td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in the course catalogue</td>
<td>6. Extending the mobility period</td>
</tr>
<tr>
<td>3. Timetable conflict</td>
<td>7. Other (please specify)</td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

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Steps to fill in the Learning Agreement for Studies

Before mobility
Pages 1-3
- Provide mobility programme
- Identify responsible persons
- Commitment of the three parties with original/scanned/digital signatures

Additional educational components above the number of ECTS credits required in his/her curriculum are listed in the LA and if the sending institution will not recognise them as counting towards their degree, this has to be agreed by all parties concerned and annexed to the LA.

Provisions for recognition in case some educational components are not successfully completed are included.

Exceptional changes to mobility programme should be agreed within 4 to 7 weeks after the start date of the studies (request for extension of the duration to be made up to one month before the foreseen end date).

During mobility
Page 4
- Modifications are NOT needed
- Modifications ARE needed

A party requests changes in the first 2 to 5-week period after the start of regular classes/educational components (after the start of each semester).

Agreement by email by the three parties within a two-week period after the request.

After mobility
Page 5
- Receiving institution provides Transcript of Records to student and sending institution in period stipulated in IIA (normally max. 5 weeks after results).

Sending institution provides the Transcript of Records to the student within 5 weeks.

It includes not only ECTS but also the grades provided by the sending HEI (if applicable).
## Appendix 2: Placement Agreement

### Learning Agreement

**Student mobility for Traineeships**

<table>
<thead>
<tr>
<th>Trainees</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Sex (M/F)</th>
<th>Study cycle</th>
<th>Field of education</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sending Institution</th>
<th>Name</th>
<th>Faculty/Department</th>
<th>Erasmus code (if applicable)</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name</th>
<th>email; phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Receiving Organisation/Enterprise</th>
<th>Name</th>
<th>Department</th>
<th>Address; website</th>
<th>Country</th>
<th>Size</th>
<th>Contact person name</th>
<th>position; e-mail; phone</th>
</tr>
</thead>
</table>

### Before the Mobility

**Table A - Traineeship Programme at the Receiving Organisation/Enterprise**

Planned period of the mobility: from [month/year] _______ to [month/year] _______.

**Traineeship title: ...**

**Number of working hours per week: ...**

**Detailed programme of the traineeship:**

**Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**

**Monitoring plan:**

**Evaluation plan:**

The level of language competence in [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐
Table B - Sending Institution

Please use only one of the following three boxes.

1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

<table>
<thead>
<tr>
<th>Award...........ECTS credits (or equivalent)</th>
<th>Give a grade based on:</th>
<th>Traineeship certificate</th>
<th>Final report</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).</td>
<td>Record the traineeship in the trainee's Europass Mobility Document:</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:

<table>
<thead>
<tr>
<th>Award ECTS credits (or equivalent):</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give a grade:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, please indicate the number of credits:</td>
<td>...</td>
<td></td>
</tr>
<tr>
<td>Record the traineeship in the trainee's Transcript of Records:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Record the traineeship in the trainee's Diploma Supplement (or equivalent).</td>
<td>Record the traineeship in the trainee's Europass Mobility Document:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:

| Award ECTS credits (or equivalent): | Yes | No |

Accident insurance for the trainee

| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): | The accident insurance covers:
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): | Yes | No |
Learning Agreement
Student mobility for Traineeships

Table C - Receiving Organisation/Enterprise

<table>
<thead>
<tr>
<th>The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes □ No □</th>
<th>If yes, amount (EUR/month): ..........</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes □ No □</td>
<td>If yes, please specify ...</td>
</tr>
<tr>
<td>The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes □ No □</td>
<td>The accident insurance covers:</td>
</tr>
<tr>
<td>- accidents during travels made for work purposes: Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>- accidents on the way to work and back from work: Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.</td>
<td></td>
</tr>
<tr>
<td>Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.</td>
<td></td>
</tr>
</tbody>
</table>

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or change regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person[^1] at the Sending Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor[^2] at the Receiving Organisation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[^1]: This role is to oversee the trainee's performance and ensure the smooth running of the traineeship.
[^2]: This role is to provide guidance and support to the trainee at the Receiving Organisation.

[^1]: Responsible person
[^2]: Supervisor
During the Mobility

| Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise |
| (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise) |
| Planned period of the mobility: from [month/year] ............ till [month/year] ............ |
| Traineeship title: .......... | Number of working hours per week: .......... |
| Detailed programme of the traineeship period: |
| Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): |
| Monitoring plan: |
| Evaluation plan: |
Learning Agreement
Student mobility for Traineeships

After the Mobility

<table>
<thead>
<tr>
<th>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the trainee:</td>
</tr>
<tr>
<td>Name of the Receiving Organisation/Enterprise:</td>
</tr>
<tr>
<td>Sector of the Receiving Organisation/Enterprise:</td>
</tr>
<tr>
<td>Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address, website]:</td>
</tr>
<tr>
<td>Start date and end date of traineeship: from [day/month/year] to [day/month/year]:</td>
</tr>
<tr>
<td>Traineeship title:</td>
</tr>
<tr>
<td>Detailed programme of the traineeship period including tasks carried out by the trainee:</td>
</tr>
<tr>
<td>Knowledge, skills [intellectual and practical] and competences acquired [achieved Learning Outcomes]:</td>
</tr>
<tr>
<td>Evaluation of the trainee:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</td>
</tr>
</tbody>
</table>
Steps to fill in the Learning Agreement for Traineeships

Page 1 – Information on the student and the sending and receiving organisation/enterprise

Before mobility
Pages 2-3
- Provide mobility programme
- Identify responsible persons
- Commitment of the three parties with original/scanned/digital signatures.

The sending institution commits to recognise the outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum and voluntary traineeships.

The receiving organisation/enterprise commits to grant the trainee a minimum insurance coverage (unless he or she is insured by the sending institution or him/herself), ensure availability of appropriate equipment and support and issue a Traineeship Certificate upon completion of the traineeship.

During mobility
Page 4
- Modifications are NOT needed
- Modifications ARE needed

An Agreement on the changes by email is possible.

After mobility
Page 5
- Receiving organisation/enterprise provides a Traineeship Certificate to student and sending institution in a period stipulated before mobility (normally max. 5 weeks).

It includes the confirmed start and end date of the traineeship.

- Sending institution grants recognition according to its commitments in section before mobility.
Appendix 3: Certificate of Attendance

ERASMUS + – Séjour académique
ATTestation de sejour

A transmettre au responsable Erasmus de votre institution en Belgique dès votre retour

A faire compléter par l’institution d’accueil dans la semaine qui suit votre arrivée (date d’arrivée) et durant la semaine qui précède la fin de votre séjour d’études [date de retour].

Les dates de séjours doivent comporter un jour, un mois et une année.
Elles correspondent à la date réelle d’arrivée des étudiants dans l’institution d’accueil (période de préparation linguistique comprise) et la date réelle de départ.
Ce document est OBLIGATOIRE, un oubli pourrait entraîner l’obligation de rembourser votre bourse.

Student family name and first name: ________________________________
Home Institution: ____________________________________________
Receiving Institution: ________________________________
COUNTRY: ________________
Duration: _______ months ________________________________
Period of study: from _______ to ________

Arrival form

We confirm that the above mentioned student has arrived at our institution
on ______________________ (day/month/year) and will study for _______ months in our
faculty of ________________________________________________________

Signature: ___________________________________________ Stamp:
Name: ________________________________________________
Position: ____________________________________________
Date: ________________________________________________

Departure form

We confirm that the above mentioned student is leaving our institution on ____________ (day/month/year).

Signature: ___________________________________________ Stamp:
Name: ________________________________________________
Position: ____________________________________________
Date: ________________________________________________

Programme: Erasmus + mobi@lisboes
Appendix 4: Practical instruction for the course of French

PRACTICAL INSTRUCTIONS FOR THE COURSE OF FRENCH AS A FOREIGN LANGUAGE

*The course aims at helping students during their stay in Belgium in daily life situations as well as assisting them in attending courses and taking exams.

*The course consists of 40 hours in the semester and is worth 3 ECTS credits. In the first semester, the course starts on the first Saturday in October and lasts from 9 am to 12.20 am. It will stop at the latest on the SATURDAY preceding the official date of the Christmas holidays. The exam will take place during that last class. In case of failure, a resit can be organized in January.

* For the second semester, the course starts on the second Saturday in February, from 9 to 12.20, and ends in May. In case of failure, a resit can be organized in June.

Note: to be allowed to take the exam, students should have attended 70% of the classes.

*The final timetable of the classes will be determined by the lecturer during the first class, after consulting the students. Classes may be organized on Saturday morning.

*During the first class, a test will determine each student’s level so as to build, if necessary, groups of beginner/semi beginner and intermediate level. In case the number of students is not high enough to build two different groups, the 40 hours of the course will be divided in two. The students will then have 20 hours of classes with the lecturer and 20 hours of homework. That will allow every student to keep their 3 ECTS credits.

*For the first class, the students are asked to bring the amount of 2€ for the cost of the documents they will receive during the course.
Appendix 5: Course sheet and practical information for students

**French as a foreign language**

**Lecturer:** to be determined  
**Level:** according to the level of the students starting the course. A minimum of mastery of the French language is anyway required at the start.  
**ECTS Credits:** 3.0  
**Location of the course:** 5000 Namur  
**Teaching and assessment language:** French  
**Organization:** the students will take a level test at the beginning of the course. That test, together with the exam, will determine the level of the students with regard to the levels of the Common European Framework of Reference for Languages.

<table>
<thead>
<tr>
<th></th>
<th>Class</th>
<th>Homework</th>
<th>Personal work</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40</td>
<td>0</td>
<td>Yes</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td>20</td>
<td>Yes</td>
<td>40</td>
</tr>
</tbody>
</table>

**Assessment methods:**

⇒ Written expression exam  
⇒ Reading comprehension exam  
⇒ Oral expression exam  
⇒ Listening comprehension exam  
⇒ Homework  
⇒ Refer to the practical instructions for the conditions of admittance at the exam. The final assessment takes place during the last class with a possibility of a resit in case of failure.

A certificate of success of the course will be delivered to each student having succeeded, with the correspondence to the European level.
Learning objective:
The course aims at helping students during their stay in Belgium in daily life situations as well as assisting them in attending courses and taking exams. At a higher level, more general topics will be approached (from the news and into the students’ interests, for instance)

**Beginners:**

Topics

- Introduce oneself (nationality – studies/job – languages spoken...)
- The family
- Hobbies – tastes and preferences – frequency
- Holidays (where, with whom, how...)
- Home and environment
- TtWns (things to do and to see – shops – itinerary – public transportation...)
- Eating and drinking
- Health (the body and physical functions)
- The weather
- Belgian culture

Pronunciation:

- Alphabet – vowels – nasal sounds

Grammar:

- Gender and number of words and adjectives – present tense – possessive adjectives – obligation + inf.

**Semi-beginners:**

Topics

- The town (express your opinion – compare – talk about problems...)
- Jobs (speak about one’s experience to answer a job proposal)
- Telephone and mail
- Biography of a famous person
- Belgian culture

Pronunciation:

- Revision and more thorough study of the beginner elements

Grammar:

- Revision of beginner points (ex/the present tense) – comparison – link words for text cohesion - relative structures with “qui” and “que” – present perfect

**Intermediate:**

Topics

- Student ragging, Binche carnival, New technologies, Invention and advertising; Biography of a famous person, Topics chosen by students
- News

Pronunciation

- According to the students’ problems

Grammar

- Revision of the present and past tense, of prepositions -Link words – connectors - (The subjunctive) - ...
Appendix 6: Enrolment form to the course of French language
Appendix 7 : Data and office hours of the social worker

SOCIAL SERVICE

Rony SIMAL, social worker, rony.simal@henallux.be
Tel. + 32 476 35 62 71

For the campuses of Malonne, Champion, Paramedical, IESN and Social Namur:

Office hours:

Malonne : THU 8.30 > 12.15
Champion : TUE 8.30 > 12.15
Paramedical : WED 8.30 > 16.30 (lunch 12.30 > 13.00)
IESN : MON 13.00 > 16.30
TUE 13.00 > 16.30
THU 13.30 > 16.30
FRI 8.30 > 12.15
Social Namur : MON 8.30 > 12.15
FRI 13.00 > 16.30

Eve-Marie D’AURIA, social intervention : eve-marie.dauria@henallux.be
Tel. + 32 472 06 70 58

For the campuses of Arlon, Bastogne, Marche-en-Famenne, Seraing and Virton:

Office hours :

Arlon : TUE 12.00 > 15.30
Bastogne : TUE 9.00 > 15.30
THU 9.00 > 15.30
Marche-en-Famenne: sur rendez-vous
Seraing : WED 9.15 > 12.00
Virton : TUE 9.15 > 10.45
### Appendix 8: Self-assessment chart of the level of mastery

<table>
<thead>
<tr>
<th>Language</th>
<th>A1</th>
<th>A2</th>
<th>B1</th>
<th>B2</th>
<th>C1</th>
<th>C2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Listening</strong></td>
<td>I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.</td>
<td>I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g., very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.</td>
<td>I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.</td>
<td>I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.</td>
<td>I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.</td>
<td>I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.</td>
<td>I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.</td>
<td>I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.</td>
<td>I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.</td>
<td>I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.</td>
<td>I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.</td>
</tr>
<tr>
<td><strong>Spoken</strong></td>
<td>I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help.</td>
<td>I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and active</td>
<td>I can deal with most situations likely to arise whilst travelling in an area where the language is spoken.</td>
<td>I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active</td>
<td>I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes.</td>
<td>I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a occasional slight difficulty in finding the right word, this does not hinder my expression.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Speaking</strong></th>
<th><strong>Interaction</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I can use simple phrases and sentences to describe where I live and people I know.</td>
<td>I can use simple phrases and sentences to describe topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.</td>
</tr>
<tr>
<td>I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.</td>
<td>I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.</td>
</tr>
<tr>
<td>I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.</td>
<td>I can present clear, detailed descriptions on a wide range of subjects that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).</td>
</tr>
<tr>
<td><strong>Spoken Production</strong></td>
<td><strong>Writing</strong></td>
</tr>
<tr>
<td>I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.</td>
<td>I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td><strong>Writing</strong></td>
</tr>
<tr>
<td>I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.</td>
<td>I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.</td>
</tr>
<tr>
<td>I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.</td>
<td>I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.</td>
</tr>
<tr>
<td>I can express myself in clear, well-structured text, expressing points of view at some length. I can write letters highlighting the personal significance of events and experiences.</td>
<td>I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.</td>
</tr>
</tbody>
</table>
## Appendix 9: Trainings per category

<table>
<thead>
<tr>
<th>Economic category</th>
<th>Paramedical category</th>
<th>Pedagogical category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>Campus</td>
<td>Contact</td>
</tr>
<tr>
<td>0415 Management assistant (management and taxation)</td>
<td>Arlon</td>
<td>M Thunus</td>
</tr>
<tr>
<td>0411 Accounting</td>
<td>Namur (IESN)</td>
<td>M Muster</td>
</tr>
<tr>
<td>0421 Law</td>
<td>Namur (IESN)</td>
<td>B Billard - Els de Jong</td>
</tr>
<tr>
<td>0613 Software engineering</td>
<td>Namur (IESN)</td>
<td>B Billard - Els de Jong</td>
</tr>
<tr>
<td>0414 Marketing</td>
<td>Namur (IESN)</td>
<td>B Billard - Els de Jong</td>
</tr>
<tr>
<td>0913 Midwifery</td>
<td>Namur (paramedical Sainte Elisabeth)</td>
<td>D Rasador</td>
</tr>
<tr>
<td>0913 Specialization operation theatre</td>
<td>Namur (paramedical Sainte Elisabeth)</td>
<td>D Rasador</td>
</tr>
<tr>
<td>0913 Specialization community health</td>
<td>Namur (paramedical Sainte Elisabeth)</td>
<td>D Rasador</td>
</tr>
<tr>
<td>0913 Specialization intensive care and emergencies (SIAMU)</td>
<td>Namur (paramedical Sainte Elisabeth)</td>
<td>D Rasador</td>
</tr>
<tr>
<td>0114 Primary School Teacher</td>
<td>Bastogne</td>
<td>C Closter</td>
</tr>
<tr>
<td>0114 Lower Secondary School Teacher</td>
<td>Bastogne</td>
<td>C Closter</td>
</tr>
<tr>
<td>0112 Preschool teacher</td>
<td>Bastogne</td>
<td>C Closter</td>
</tr>
<tr>
<td>0114 Lower Secondary School Teacher</td>
<td>Malonne</td>
<td>C Muller</td>
</tr>
<tr>
<td>0114 Lower Secondary School Teacher</td>
<td>Malonne</td>
<td>C Muller</td>
</tr>
</tbody>
</table>

114
<table>
<thead>
<tr>
<th>Post</th>
<th>Field of Study</th>
<th>Institution</th>
<th>Specialization</th>
<th>Social category</th>
<th>Technical category</th>
</tr>
</thead>
<tbody>
<tr>
<td>0114</td>
<td>Lower Secondary School Teacher</td>
<td>Library sciences and Documentation</td>
<td>Bastogne Champion</td>
<td>A Desmet</td>
<td>Lower Secondary School Teacher</td>
</tr>
<tr>
<td>0114</td>
<td>Lower Secondary School Teacher</td>
<td>Post-bachelor in Remedial Education</td>
<td>Namur (IESN) Malonne</td>
<td>C Muller</td>
<td>Lower Secondary School Teacher</td>
</tr>
<tr>
<td>0114</td>
<td>Lower Secondary School Teacher</td>
<td>Social Management Engineering (master)</td>
<td>Namur (social) Louvain-la-Neuve</td>
<td>C Muller</td>
<td>Lower Secondary School Teacher</td>
</tr>
<tr>
<td>0114</td>
<td>Lower Secondary School Teacher</td>
<td>Mechatronics and Robotics (dual training)</td>
<td>Namur (IESN) Virton</td>
<td>C Muller</td>
<td>Lower Secondary School Teacher</td>
</tr>
<tr>
<td>0114</td>
<td>Lower Secondary School Teacher</td>
<td>Sciences of Industrial Engineering (master)</td>
<td>Namur (IESN) Virton</td>
<td>C Muller</td>
<td>Lower Secondary School Teacher</td>
</tr>
<tr>
<td>0114</td>
<td>Lower Secondary School Teacher</td>
<td>Master in Computer system architecture</td>
<td>Namur (IESN) Marche-en-Famenne</td>
<td>C Muller</td>
<td>Lower Secondary School Teacher</td>
</tr>
</tbody>
</table>
Source : http://www.sujetdebac.fr/fond-de-carte.php