



PRACTICAL STUDENT GUIDE

OFFICE OF INTERNATIONAL RELATIONS



welkom

bine ai venit

bem-vindo

Hoşgeldiniz

herzlich willkommen

welcome

laipni lūdzam

환영합니다

bienvenue

wëllkom

ยินดี

sveiki atvyk

Καλός ήλθατε

witai

Добре Дошъл

tere tufemast

hosgeldiniz

üdvözet

dobrodošli

velkommen

tervetuloa

vítejte

vitame vás

ترحيب

benvenguto

BIENVENIDOS

MESSAGE OF THE DIRECTOR-PRESIDENT

Dear students,

You have chosen to study a part of your academic curriculum at the University College of Namur-Liège-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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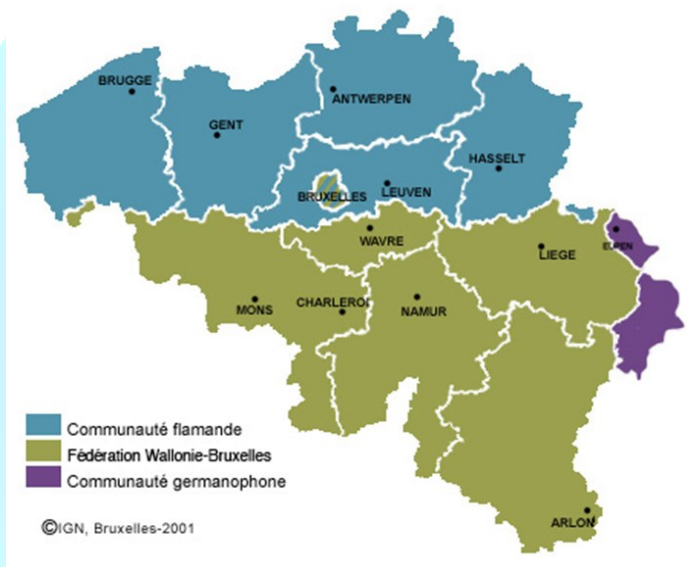


PART 1

STUDYING OR PRACTISING AT THE UNIVERSITY COLLEGE

1. Education in the Federation Wallonia-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 Wallonia-Brussels, the Flemish Community and the German-speaking Community.



Source: www.federation-wallonie-bruxelles.be

The Federation Wallonia-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)						
		Universities	University Colleges		Art academies	
			Short type	Long type	Short type	Long type
1 st cycle	Bachelor (level 6)	180 ECTS (3 years)	180 ECTS (3 years) 240 ECTS (4 years) midwife	180 ECTS (3 years)	180 ECTS (3 years)	180 ECTS (3 years)
	Specialization (level 6)	/	60 credits (1 year)	/	/	/
2 nd cycle		master : 60 ECTS (1 year)				
		master with a teaching perspective/specialized: 120 ECTS (2 years)	/	60 ECTS/year (1 to 2 years)	/	60 ECTS/year (1 to 2 years)
	Master (level 7)	master in veterinary medicine: 80 ECTS (3 years) master in medicine: 140 ECTS (4years)				
	Qualification for senior secondary education (level 7)	30 credits	/	30 ECTS	/	30 ECTS
3 rd cycle	Complementary/ specialized master (level 7)	Complementary master 60 ECTS minimum (1 year minimum)	/	/	/	60 ECTS minimum (1 year minimum)
	Doctoral level (PhD) (level 8)	180 ECTS minimum	/	/	/	/

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



BACHELOR

Campus	Intern. Rel. contact	Training	Category
Arlon	Murielle Thunus	415. Management Assistant	Economic
		411. Accounting (taxation)	Economic
		411. Accounting (management)	Economic
		923. Social worker	Social
		0714. Electromechanical engineering	Technical
Bastogne	Carine Closter	0112. Preschool Teacher	Pedagogical
		0113. Primary School Teacher	Pedagogical
		0114. Lower Secondary School Teacher English-Dutch	Pedagogical
		0114. Lower Secondary School Teacher French-French as a Foreign Language	Pedagogical
		0114. Lower Secondary School Teacher French-Religion	Pedagogical
		0114. Lower Secondary School Teacher Mathematics	Pedagogical
		0114. Lower Secondary School Teacher Sciences: Biology, Chemistry and Physics	Pedagogical
		0114. Lower Secondary School Teacher Human Sciences: Geography, History and Social Sciences	Pedagogical

Champion	Chantal Muller	0112. Preschool Teacher	Pedagogical
		0113. Primary School Teacher	Pedagogical
		0114. Lower Secondary School Teacher English-Dutch-German	Pedagogical
		0114. Lower Secondary School Teacher Mathematics	Pedagogical
		0114. Lower Secondary School Teacher Sciences: Biology, Chemistry and Physics	Pedagogical
Malonne	Béatrice Florence	0114. Post-Bachelor Remedial Education	Pedagogical
		0113. Primary School Teacher	Pedagogical
		0114. Lower Secondary School Teacher Physical Education	Pedagogical
		0114. Lower Secondary School Teacher French-French as a Foreign Language	Pedagogical
		0114. Lower Secondary School Teacher French-Religion	Pedagogical
		0114. Lower Secondary School Teacher Human Sciences: Geography, History and Social Sciences	Pedagogical
		0322. Library Sciences and Documentation	Social

BACHELOR

Namur (IESN)	Isabelle Billard and Els de Jong	<p>0421. Law</p> <p>0411. Accounting (taxation)</p> <p>0411. Accounting (management)</p> <p>0613. Software engineering</p> <p>0414. Marketing</p> <p>114. Teacher training: Family</p> <p>0714. Automation</p> <p>0613. Digital technology integration</p> <p>0613. Information systems security</p>	<p>Economic</p> <p>Economic</p> <p>Economic</p> <p>Economic</p> <p>Economic</p> <p>Pedagogical</p> <p>Technical</p> <p>Technical</p>
		<p>0913. Nursing</p> <p>0913. Midwifery</p> <p>0913. Specialization Operation Theatre</p> <p>0913. Specialization Community Health</p> <p>0913. Specialization Intensive Care and Emergencies</p>	<p>Paramedical</p> <p>Paramedical</p> <p>Paramedical</p> <p>Paramedical</p> <p>Paramedical</p>
Namur (paramedical)	Delphine Rasador		
Namur (social)	François Lalaoui	0923. Social Worker	Social
	Laurence Léonard	0413. Human Resource Management	Social
Seraing	Vanessa Rosso	0714. Electromechanical engineering	Technical
		0714. Mechatronics and Robotics (dual training)	

MASTER			
Campus	Intern. Rel. Contact	Training	Category
Marche en Famenne	Véronique Michel	0613. Master in computer system architecture	Technical
Namur and Louvain-la-Neuve	Josiane Fransen	0413. Master in Social Management Engineering	Social
Virton	Caroline Bosser	0714/0715. Master of Science s in Industrial Engineering	Technical

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 ».

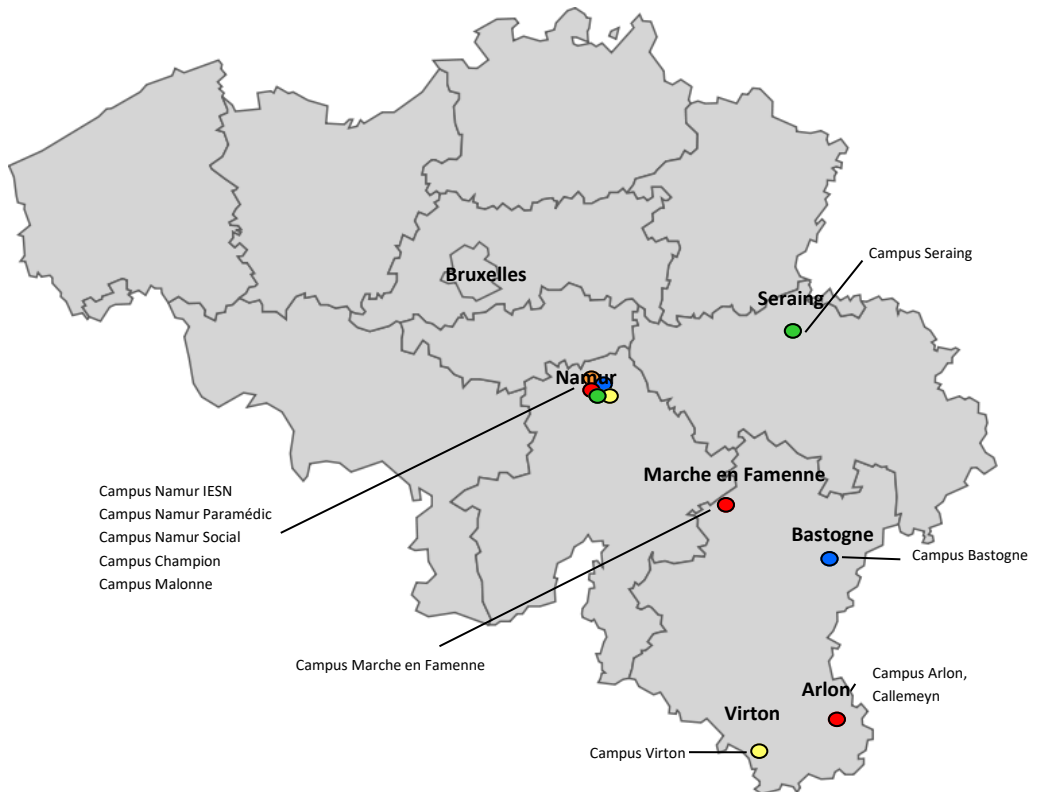


4. Our campuses

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

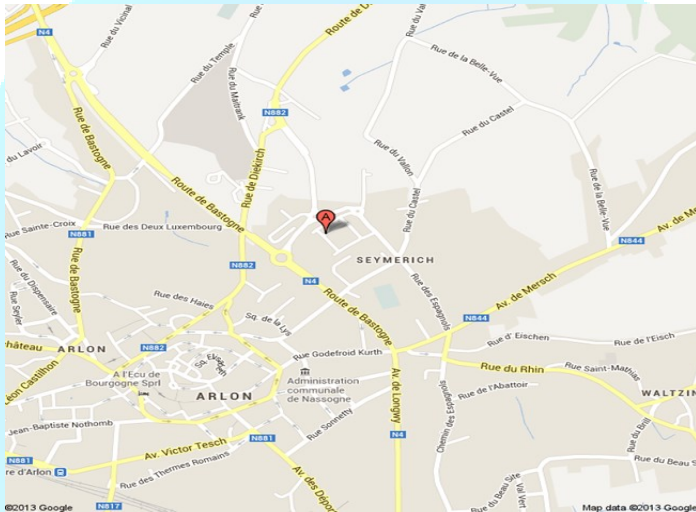
Arlon campus - Economic, technical and social departments

Campus Callemeyn

Place du Lieutenant Callemeyn 11

6700 ARLON

From the station, bus n°25.

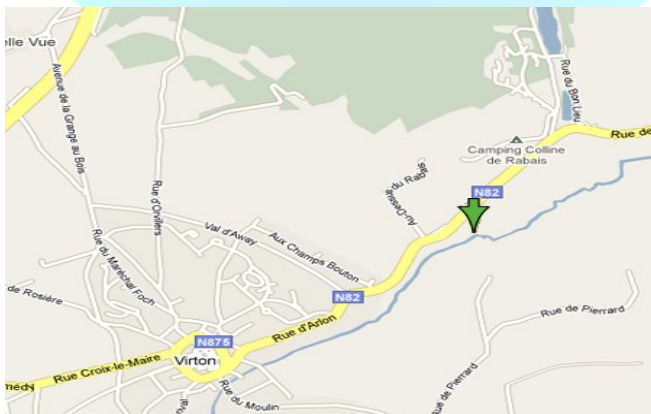


Source : Google Map

Virton campus – Industrial Engineering department

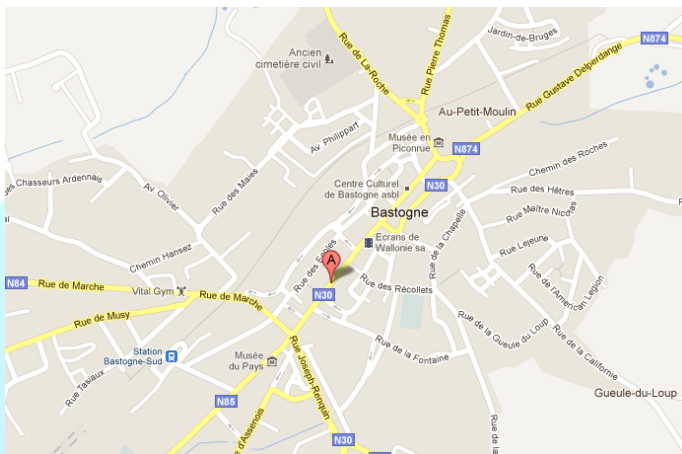
Rue d'Arlon 112

6760 VIRTON



Source : Google Map

6600 BASTOGNE



Google Map

Bus – Pedagogical department

nt 3

(champion)

HAUTE ÉCOLE DE NAMUR, LUXEMBOURG

the train station in Namur, Bus n°27

A Google Map of Namur, Luxembourg. The map shows the city center with a red location pin. A yellow line indicates a bus route, and a blue line indicates a train line. The text 'HAUTE ÉCOLE DE NAMUR, LUXEMBOURG' is visible in the background. The map also shows the 'Rue de la Gare' and 'Rue de la Liberté'.

Place du Couvent 3

5020 NAMUR (Champion)

Starting from the train station in Namur, Bus n°27



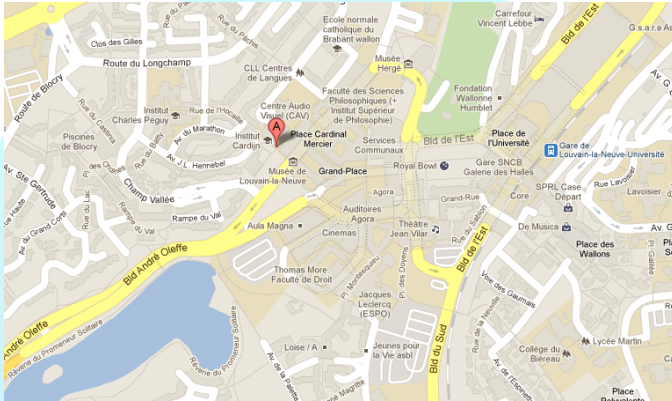
Source : Google Map

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



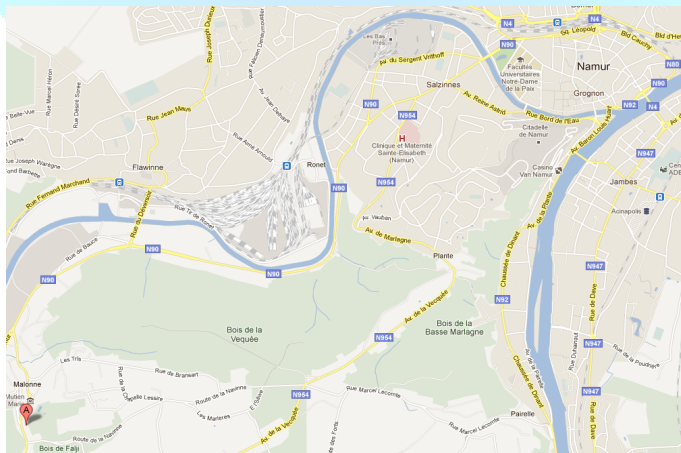
Source : Google Map

Malonne campus – Pedagogical and social departments

Rue Fond de Malonne 129A

5020 NAMUR (Malonne)

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

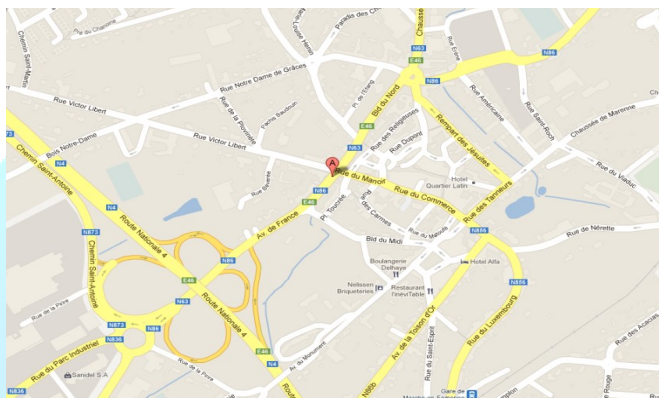


Source : Google Map

Marche en Famenne campus – Technical department

Avenue Victor Libert 36H

6900 MARCHE-EN-FAMENNE



Source : Google Map

Namur campus – Economic, pedagogical and technical departments

Rue Joseph Calozet 19

5000 NAMUR

5 minutes walking from the Namur train station



Source : Google Map

Namur campus – Paramedical campus

Rue Louis Loiseau 39

5000 NAMUR

Starting from the Namur train station, bus n°5



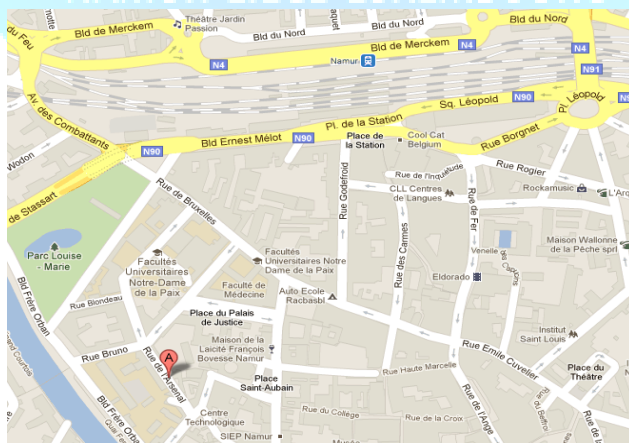
Source : Google Map

Namur campus – Social department

Rue de l'Arsenal 10

5000 NAMUR

10 minutes walking from the Namur train station



Source : Google Map

100

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

Rue St Donat 130

BE - 5002 NAMUR

Murielle THUNUS



Bachelor :

Arlon campus : economic, technical and social departments

E-mail : murielle.thunus@henallux.be

Tél. + 32 81 47 99 20

Place du Lieutenant Callemeyn 11

BE - 6700 ARLON

Caroline BOSSER



Master :

Virton campus – technical department

E-mail : caroline.bosser@henallux.be

Tel. + 32 63 58 89 40

Fax + 32 63 57 67 62

Rue d'Arlon Pierrard 112

BE - 6760 VIRTON

Carine CLOSTER



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Bastogne campus – Pedagogical department

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Tel. : + 32 61 21 01 76

Fax + 32 61 21 69 10

Rue du Sablon 47

BE - 6600 BASTOGNE

Chantal MULLER

Bachelor : Champion campus – pedagogical department

E-mail : chantal.muller@henallux.be

Tel. + 32 81 46 85 35

Fax + 32 81 20 85 89

Place du Couvent, 3

BE - 5020 CHAMPION



Josiane FRANSEN

Master : Louvain-la-Neuve campus – social department

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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



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Fax + 32 81 44 02 20

Fond de Malonne, 129 A

BE - 5020 MALONNE



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Fax + 32 81 73 57 39

Site Saint Jean de Dieu, Rue L. Loiseau 39

BE - 5000 NAMUR



Bachelor : Namur campus – economic, pedagogical and technical departments

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Fax + 32 81 46 86 49

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Tel. + 32 4 336 62 46

Fax + 32 4 337 03 20

Rue de la carrière 20

BE - 4100 SERAING

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 (except 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.



Source: images clipart, Windows

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 platform. 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.moneuropass.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



Source: images clipart, Windows

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 is the intercultural communication for a better integration.
- Some excursions for incoming students in order to discover the region.

More infos on: <http://services.henallux.be/international/etudiants/incoming/index.php?p=1>

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 Relations").

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

N a m u r

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



Source: images clipart, Windows

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 / "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

<https://services.henallux.be/international/etudiants/incoming/index.php?p=19#>

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

<https://services.henallux.be/international/etudiants/incoming/index.php?p=19#>

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 Belgacom: www.belgacom.be Base: www.base.be Mobistar: 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. It 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.

More information on the SNCB website: <http://www.b-rail.be/nat/F/tarifs/tickets/index.php>

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 8.50e 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.poisontcentre.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.

Source : www.arlon.be

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

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
- **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.

Website : http://bougerieunes.be/nos_publications/ la bougeotte d'Arlon

- **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
- **L'Escale** *Climbing centre*
Avenue de Mersch 20 - 6700 ARLON
Tel. + 32 63 57 27 57
E-mail : escale-arlon@skynet.be
Website : 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

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/
- **Utopolis Luxembourg**
Avenue J.F. Kennedy 45
1855 LUXEMBOURG
Website : www.utopolis.lu

The programmes of other cinemas in the area are to be found on 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
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

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 1914, 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-arlon.be



Source : www.routeyou.com

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

- **L'Entrepôt**

Music festivals, concerts and other activities

Rue Z. Gramme 2

6700 ARLON

Tel. + 32 63 23 53 97

Website: 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.

www.arlonscarnaval.be

Website: www.arlonscarnaval.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.



Source : <http://www.maitrank.be/>

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/> 51

- **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/>



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

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.
 - Contrats 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

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 , +32 61 22 86 11.

For buses, 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 catalography 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.bibliotheque@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

E-mail : centresportifbastogne@skynet.be

You can find a list of the sport clubs in Bastogne on : <http://www.bastogne.be/commerces/associations/associations-sportives>.

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.



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 Ardenne 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



Source : www.opt.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 PICONRUE**

Place en Piconrue 2

BASTOGNE

Tel. + 32 61 21 56 14

Website : www.bastogne.be/piconrue

- **Centre de la mémoire**

A museum about World War II is being built on the route du Mardasson

6.4 Monuments

Because of its very rich past, there are countless monuments and elements of heritage, buildings and religious marks, in and around Bastogne. Visit <http://www.sibastogne.be/index.php?lg=fpdb/sibastfr&page1=b-visites.htm>

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.



Source : Wikipedia

- **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'Eglise 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.

- **Le bois de la Paix** (*Peace Wood*)

The Peace Wood was realized in the context of the commemoration of the 50th anniversary of the Battle of the Bulge. On a three-hectare piece of land, about 4000 trees grow. They were planted so as to show on the ground the logo of UNICEF: mother and child, symbols of universal tenderness.

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 Pavève 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

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 Patcarnaval**

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 Ketche in Brussels.

Those characters can be met every year during the Patcarnaval, 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



source : <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 place 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

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 ; 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 - 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

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

- **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

Website : 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 Carnes, 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 Walloonie, 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

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 or 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”.

You can find offers of rental on the InforJeunes site at : <http://www.inforjeunes.be/default.asp?url=kots&action=intro>

Via facebook: [StudentsNamurKots](#), [KotappartementNamur](#)



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.

Monthly rent: 200e in 2011-2012.

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).

More info on the website of SNCB : <http://www.b-rail.be/nat/F/tarifs/tickets/index.php>

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€



www.namur.be

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 1^{er} 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, jiu-jitsu, judo, karate kyokushin, karate self-defence, taiji quan, tai jitsu.

> **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

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

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@povince.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 Saintraint 3 - 5000 NAMUR

Tel. + 32 81 24 87 24

Burger House of the XVIIIth century.

Art heritage of the XVIIth, 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 : mafrinam@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

•Musée des Commandos

Caserne SLT Thibault - 5020 FLAWINNE

Contact : M. Guy DEUDON – Tel. + 32 81 72 81 10

History of the Belgian Commandos.

WED 13.00>18.00or on appointment

•Musée du frère Mutien Marie

Fond de Malonne 117- 5020 MALONNE

Tel. + 32 81 44 51 67

E-mail : jacques.vanneste@swing.be

Religious heritage

Every day 07.00>19.00 and until 20.00 in July and August

•Musée de la fraise et du pays de Wépion (*Museum of the strawberry*)

Chaussée de Dinant 1037 - 5100 WEPION

Tél. + 32 81 46 20 07

TUE to SUN 14.00>18.00

•Musée du Génie (*Museum of military engineering*)

Chemin du Masuage – 5100 JMBES

Tel. + 32 81 32 39 73

WED 13.00>17.00, every other day on appointment

•NAUTICMEN – MOULINS DE BEEZ

Rue du Moulin de Meuse 4 – 5000 NAMUR

Tel. + 32 81 23 49 27

MON to FRI 9.00>17.00



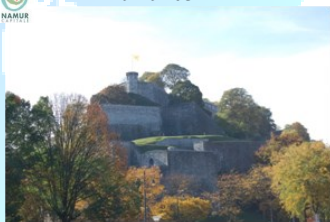
www.namur.be

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/>



www.namur.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>

●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

<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

<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 week-end, 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 you 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

<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@verdurreck.be

<http://www.verdurreck.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

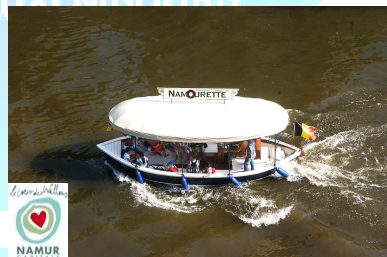
<http://www.festivaldewallonie.be>

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 Bonnelles. 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 place 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-Bonnelles, 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 12^e 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.

City of Liège

Source : <http://sportage.mybuzzing.fr>



6.2 Cinemas

- **Palace Liège** Rue Pont d'Avroy 21
4000 LIÈGE
Website : <http://kinepolis.be>
- **Les Grignoux : Cinéma le Parc, Cinéma Churchill, Cinéma Sauvenière**
Website : <http://www.grignoux.be>
- **Kinepolis Liège** Chaussée de Tongres 200
4000 LIÈGE
Website : <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>

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



Station of Guillemins
Source : Wikipedia

For further information, please visit :

<http://www.liege.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.operaliegbe.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 climat.



Source : www.trekearth.com

Located closed to the French border and the Duchy of Luxembourg, small city (ca 11 000 habitants), 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 accomodation in Virton. Monthly cost : +/-200 €

Further information: ingenieur.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

SNCB (National Railway Company) run in the Virton station coming from Libramont, Arlon and the Grand-Duchy of Luxembourg

Visit www.belgianrail.be

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 8am.

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
Tel. : + 32 63 57 95 22
 - Centre sportif lorrain de Saint-Mard (with athletics track)
Rue du Stade - SAINT-MARD
Tel. +32 63 57 69 74
 - Centre sportif communal d'Etthe
Place Os-Onous - ETHE
Tel. + 32 63 57 19 36
- **Tennis courts :**

VIRTON	Tel. + 32 63 57 95 22
SAINT-MARD	Tel. + 32 63 57 67 98
ETHE	Tel. + 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
- **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

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

Movie event every year : the European Movie Festival (early November)
price

Ciné Nos Loisirs

Rue Léon Colleaux 34 – 6762 Saint-Mard - - 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
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



Source : www.audax.skynetblogs.be

- **Musée de la guerre en Gaume**

Rue Baillet-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.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



Abbaye d'Orval

Source : www.voyage-campingcare.com

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 Pâté-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

●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



Station of Virton
Source: Wikipedia

APPENDIX

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APPENDIX

Appendix 1 : Learning agreement

E+2016-HESM-Annex V.1a-Learning Agreement for studies form-version du 10-03-2016



Erasmus+

Learning Agreement Student mobility for Studies

Higher Education
Learning agreement form
Student's name
Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code	Address	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
				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 competence⁹ 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 ☐



Erasmus+

Higher Education
Learning agreement form
Student's name
Academic Year 20.../20...

During the Mobility

Exceptional changes to Table A (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 Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

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 C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				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 D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			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 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 with the Erasmus Charter for Higher Education (ECHE) 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.

⁹ Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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.

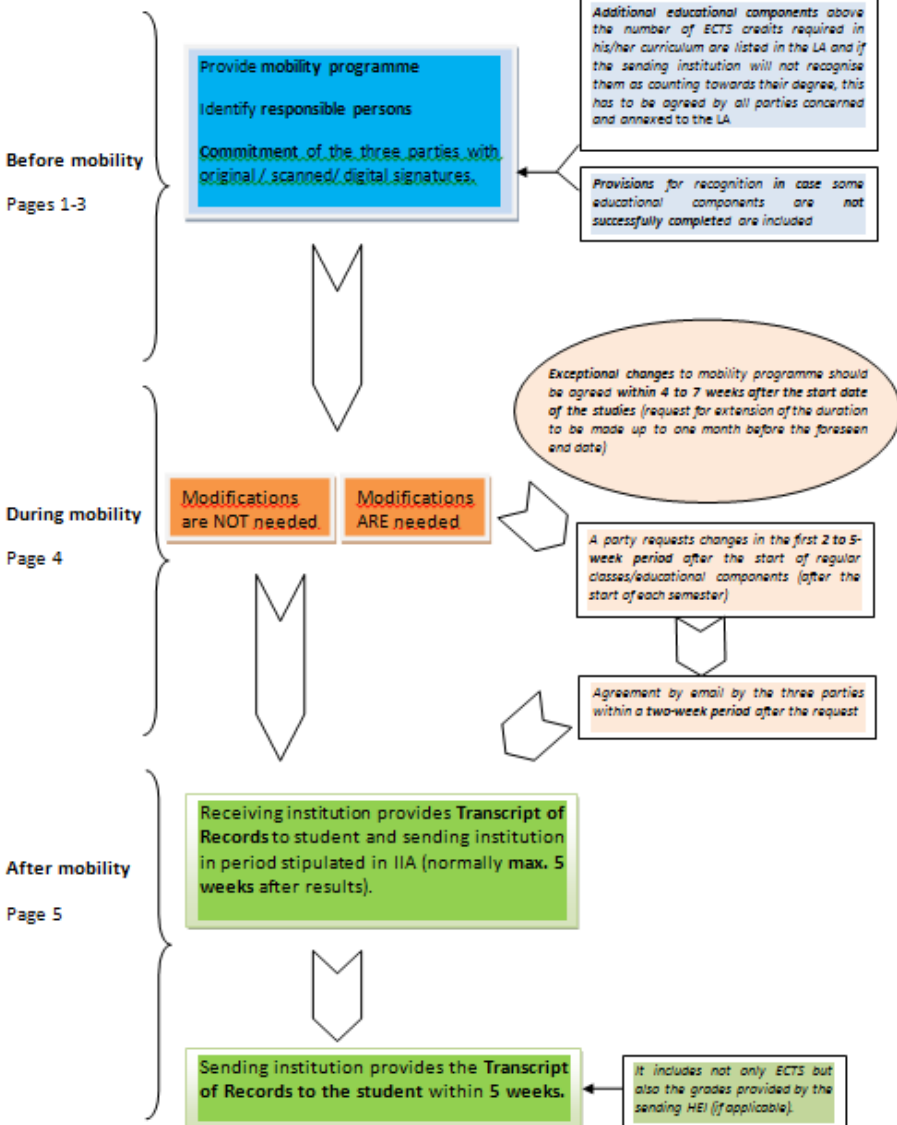
¹¹ Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

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

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

Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution



Appendix 2 : Placement agreement

E+201-HESM-Annexe V.Ib. LA for traineeship form-version18-03-2016



Erasmus+

Learning Agreement Student mobility for Traineeships

Higher Education
Learning agreement form
Student's name
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

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 ⁸ 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution

Please use only one of the following three boxes:¹

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

Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ...
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ...
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
	The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>



Erasmus+

Learning Agreement

Student mobility for Traineeships

Higher Education
Learning agreement form
Student's name
Academic Year 20.../20...

Table C - Receiving Organisation/Enterprise

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

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 changes 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.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

During the Mobility

<p><i>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</i> (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)</p> <p>Planned period of the mobility: from (month/year) till (month/year)</p>	
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

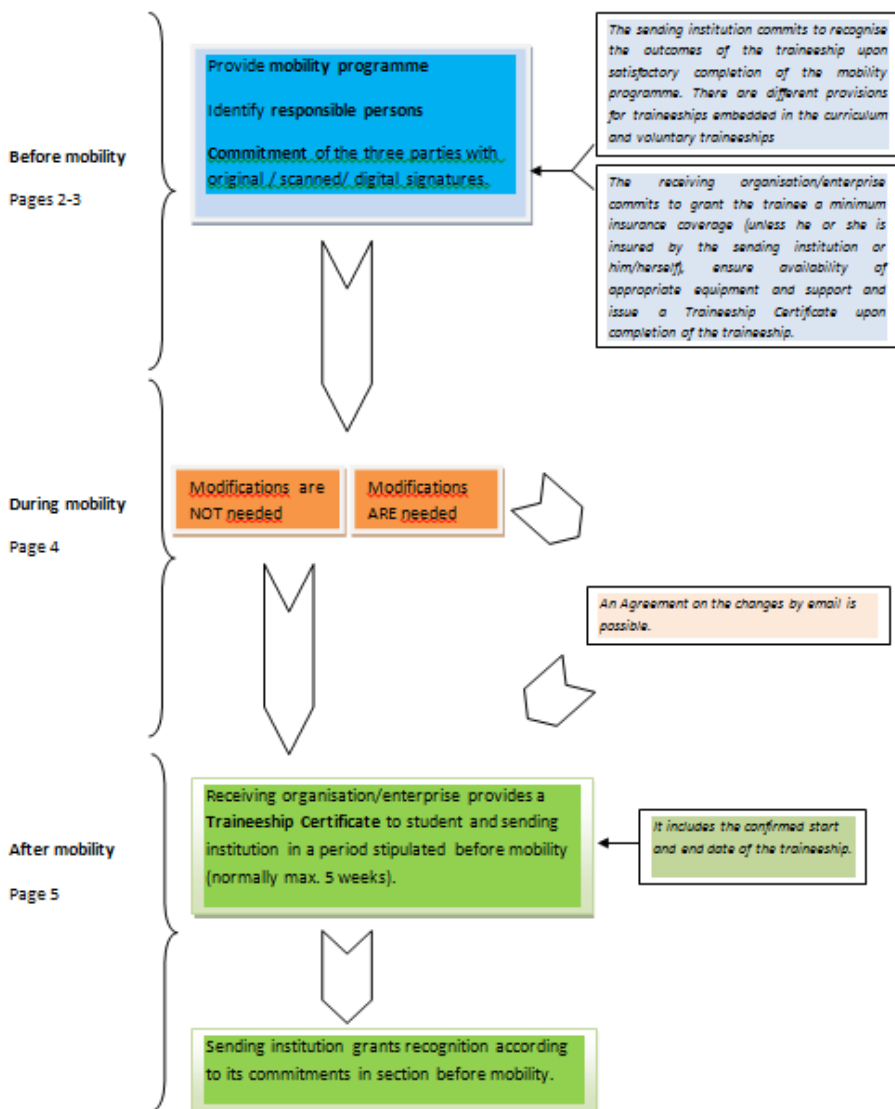
After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:



Steps to fill in the Learning Agreement for Traineeships

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



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 + mobilité coers

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.

	Class	Home-work	Personal work	Total
1	40	0	Yes	40
2	20	20	Yes	40

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



Pôle de l'académique **Namur**

COURS DE FRANÇAIS LANGUE ETRANGERE

NAMUR
2016- 2017

NOM(S) :

Nationalité :

PRENOM(S) ET INITIALES :

Né(e) à : Pays :

Le / /

Rue :

N° :

Commune :

Code postal :

Pays :

Tél :

Adresse e mail :

Je déclare :

- avoir pris connaissance des « Consignes pratiques pour le cours de français langue étrangère » et de la « Fiche cours de français langue étrangère » ;
- m'inscrire aux cours de français ;
- et accepter les modalités d'organisation du cours de français ainsi que les conditions de participation (horaire, présence aux cours, examen).

Date

Signature

Réservé à l'administration

Français en situation 1	40 pér.	627
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CI	DIPL	TA	FOREM	CPAS	MIN
----	------	----	-------	------	-----

Paraphe
Vérificatrice

Date : / /

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 (<i>lunch 12.30 > 13.00</i>)
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:	<i>sur rendez-vous</i>	
Seraing :	WED	9.15 > 12.00
Virton :	TUE	9.15 > 10.45

Appendix 8 : Self-assessment chart of the level of ma

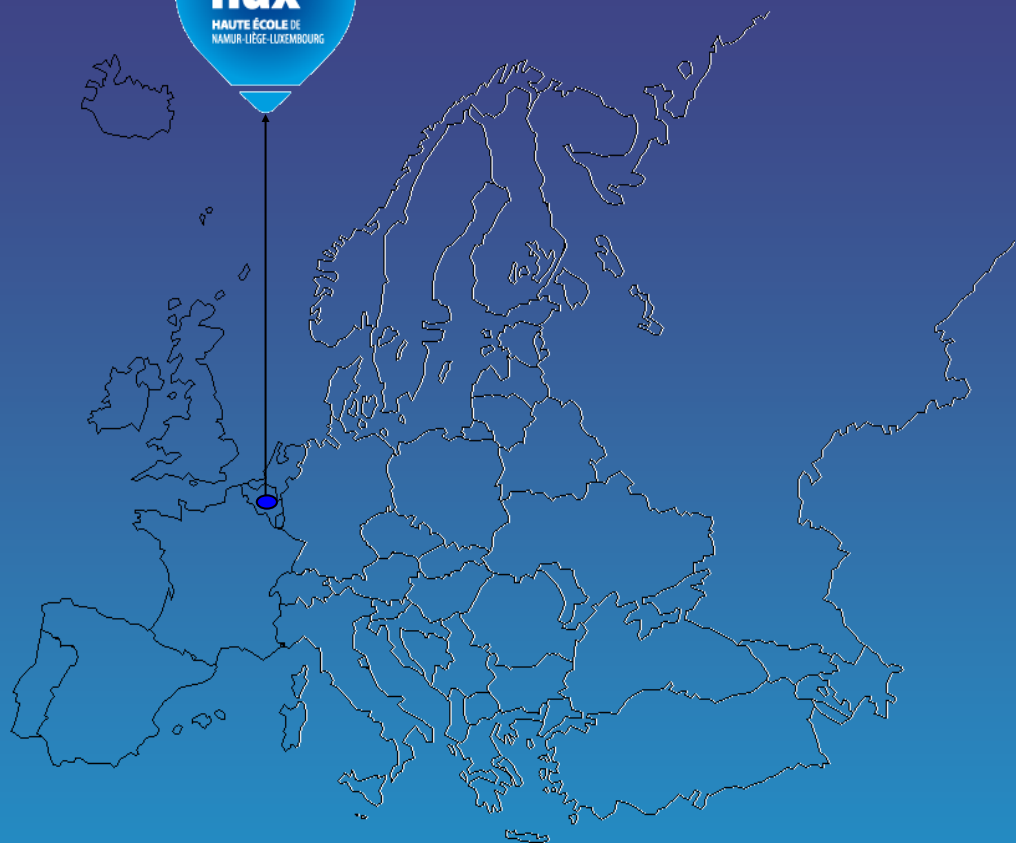
		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate 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.	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 interest when the delivery is relatively slow and clear.	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.	I can understand extended speech even when it is not clearly structured and when implied and not signalled explicitly. I can understand television programmes and films without too much effort.	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.
		I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	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.	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.	I can read articles and reports concerned with temporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	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.	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.
	Spoken	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	I can communicate in simple and routine tasks requiring a simple change of information on familiar	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unpre-	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social	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 mean-

S P E A K I N G	Interac- tion	me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	ties. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	sation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	part in discussion in familiar contexts, accounting for and sustaining my views.	poses. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Produc- tion	I can use simple phrases and sentences to describe where I live and people I know.	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.	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.	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.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	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.
W R I T I N G	Writing	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.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	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.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. 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.

Appendix 9 : Trainings per category

	Training	Campus	Contact
Economic category	0415 Management assistant	Arlon	M Thunus
	0411 Accounting (management and taxation)	Arlon	M Thunus
		Namur (IESN)	I Billard - Els de Jong
	0421 Law	Namur IESN	I Billard - Els de Jong
Paramedical category	0613 Software engineering	Namur IESN	I Billard - Els de Jong
	0414 Marketing	Namur IESN	I Billard - Els de Jong
	0913 Nursing	Namur (paramedical Sainte Elisabeth)	D Rasador
	0913 Midwifery	Namur (paramedical Sainte Elisabeth)	D Rasador
	0913 Specialization operation theatre	Namur (paramedical Sainte Elisabeth)	D Rasador
	0913 Specialization community health	Namur (paramedical Sainte Elisabeth)	D Rasador
Pedagogical category	0913 Specialization intensive care and emergencies (SIAMU)	Namur (paramedical Sainte Elisabeth)	D Rasador
	0112 Preschool teacher	Bastogne Champion	C Closter C Muller
	0113. Primary School Teacher	Bastogne Champion Malonne	C Closter C Muller B Florence
	0114 Lower Secondary School Teacher German – English - Dutch	Bastogne Champion	C Closter C Muller
	0114 Lower Secondary School Teacher Family and Social Economy	Namur (IESN)	I Billard - Els de Jong
	0114 Lower Secondary School Teacher Physical Education	Malonne	B Florence

	0114 Lower Secondary School Teacher	Bastogne	C Closter
	French – French as a Foreign Language	Malonne	B Florence
	0114 Lower Secondary School Teacher	Bastogne	C Closter
	French - Religion	Malonne	A Pire
	0114 Lower Secondary School Teacher	Bastogne	C Closter
	Mathematics	Champion	C Muller
	0114 Lower Secondary School Teacher	Bastogne	C Closter
	Sciences: Biology, Chemistry, Physics	Champion	C Muller
	0114 Lower Secondary School Teacher	Namur (IESN)	I Billard -Els de Jong
	Family Economics		
Social category	0114 Lower Secondary School Teacher	Bastogne	A Desmet
	Human Sciences: Geography, History, Social Sciences	Malonne	A Pire
	0114 Post-bachelor in Remedial Education	Champion	C Muller
	0923 Social worker	Namur (social)	F Lalaoui- L Léonard
		Arlon	M Thunus
	0322 Library sciences and Documentation	Malonne	B. Florence
	0413 Human Resource Management	Namur (social)	F Lalaoui – L Léonard
	0413 Social Management Engineering (master)	Namur (social) – Louvain-la-Neuve	J Fransen
	0714 Automation	Namur (IESN)	I Billard - Els de Jong
	0613 Information systems security	Namur (IESN)	I Billard - Els de Jong
Technical category	0714 Electro-mechanical Engineering	Arlon	M. Thunus
		Seraing	V Rosso
	0613 Digital technology integration	Namur (IESN)	I Billard - Els de Jong
	0714 Mechatronics and Robotics (dual training)	Seraing	V Rosso
	071. Industrial Sciences	Virton	C Bosser
	0714/0715. Sciences of Industrial Engineering (master)		
	0613. Master in Computer system architecture	Marche-en-Famenne	V Michel



Source : <http://www.sujetdebac.fr/fond-de-carte.php>