

Haute Ecole Albert Jacquard
International Office
Rue Godefroid 32
5000 Namur
BELGIUM



Erasmus exchanges / Key data / Partner Institution

Institution

NAME OF YOUR INSTITUTION	Haute Ecole Albert Jacquard, Namur
ERASMUS ID CODE	B Namur11
ADDRESS	Rue Godefroid 32 - BE 5000 Namur - Belgium
WEBSITE	www.heaj.be

International Office

NAME AND ADDRESS OF ERASMUS OFFICE	Haute Ecole Albert Jacquard, Cellule relations internationales Rue Godefroid 32 BE 5000 Namur - Belgium
CONTACT OFFICER FOR INCOMING STUDENT MOBILITY	Véronique Van Cauter
Telephone (incl. country code)	+32/81249491
Fax (incl. country code)	+32/8162968
E-mail	Veronique.vancauter@heaj.be or cri@heaj.be
Website	http://relations-internationales.heaj.be/fr/
Tutor/departmental coordinator for incoming students	Economics Dpt: Benoît Scharff / benoit.scharff@heaj.be Education Dpt: Fabienne Scaillet / fabienne.scaillet@heaj.be Technical Dpt: Gretchen Brandt / gretchen.brandt@heaj.be
Phone and fax	+32/81249491 Fax: +32/8162968
E-mail	See above

Application procedure

Nomination and application deadlines	1 st semester: 01/06 2 nd semester: 15/11
Nomination – Details to be sent to the international coordinator	<p>Details of nominated students should be emailed as soon as possible to cri@heaj.be. The email must necessarily include:</p> <ol style="list-style-type: none"> 1. Full name of the student/s 2. Email address 3. Subject Area 4. Study Period <p>In addition, a provisional Learning Agreement should also be sent by the institutional or departmental coordinator to the same address: cri@heaj.be</p> <p>This LA can of course be modified with the Erasmus Departmental Coordinator after the students' arrival in Belgium.</p>
Application form	http://relations-internationales.heaj.be/en/incoming-students
Additional documents to submit with the application	<p>Nominated students should complete the enclosed Erasmus Application Form, print it and send it by Post to : "Cellule relations internationales", rue Godefroid 32, BE- 5000 Namur or by email to cri@heaj.be</p> <p>This document is a NECESSARY REQUIREMENT for the enrolment of Erasmus students at the Haute Ecole Albert Jacquard.</p>
Portfolio	<p>Is acceptance based on the assessment of a portfolio? Yes/ No If yes, in which format?</p>
Admission criteria	<p>Minimum language level? B1 , except for the education department: B2 Minimum academic level? NA Others</p>
Confirmation of admission deadline	<p>Confirmation of Admission: An Admission Letter will be sent from June 20th onwards, following the correct reception of the Application Form. Students must bring along this Admission Letter when registering at the corresponding department in Namur.</p>
Learning Agreement deadline	15/07 (can be amended until 15/10)
Period of arrival	Do you prefer students following the 1 st or 2 nd semester? : 1 st semester

Other useful information	<p>French course</p> <ol style="list-style-type: none"> Two weeks of French classes are organised before the academic year. This programme includes 40 hours spread over two weeks of French classes, cultural activities in and around Namur, excursion to Brussels and social events. French instruction is organized for foreign students in collaboration with all higher education institutions based in Namur. The course objective is to help students in daily life situations and prepare them for attending lectures and taking exams in French. <p>The course lasts around 40 hours / semester and represents 3 ECTS credits.</p> <p>The students take a level assessment test during the first class so as to join the right group – beginner or intermediate.</p> <p>At the end of the course the students takes a test assessing their evolution in the different language competences and receive a description of their level in French based on the Common European Framework of References for Languages. The exam takes place during the last lesson.</p>
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General information

ACADEMIC CALENDAR	1st SEMESTER		2nd SEMESTER	
	Start date	End date	Start date	End date
	15/09	Around 22/12	Around 25/01	30/06
	1 st semester exams		2 nd semester exams	
	Start date	End date	Start date	End date
	Around 07/01	25/01	Around 01/06	30/06
Programmes available for exchange and level	All programmes are open to students but some may require previous knowledge (check the availability of programmes with the academic representative)			
Details of programmes	http://relations-internationales.heaj.be/fr/erasmusects/programme-des-cours			
Language of instruction (courses, exams)	French			
Recognition system	Use of ECTS credits? YES Use of local credits? NO			
Assessment system	ECTS GRADE	MAXIMUM : 20		
	A	FROM 18	EXCELLENT	
	B	16 ET 17	TRÈS BIEN (VERY GOOD)	
	C	14 ET 15	BIEN (GOOD)	
	D	12 ET 13	SATISFAISANT (AVERAGE)	
	E	10 ET 11	SUFFISANT (PASS)	
	FX	LESS THAN 10	ECHEC (FAIL)	
	F	LESS THAN 8	ECHEC (IMPORTANT FAIL)	

Accommodation information	<p>Students can be allocated a student's room from the University of Namur (http://www.unamur.be). They will receive complete information from their accommodation service (http://www.unamur.be/universite/services/social/logement/) and deal with them for payment. They have the choice between 10 projects' rooms; the price is around € 225/month including charges. You may have a look at some examples of rooms on their website.</p> <p>However, the "Haute Ecole Albert Jacquard" remains the responsible organism during their stay and is supposed to take the fees in charge if the students fail to do so or if a student changes their mind at the last moment.</p> <p>Therefore, a definitive confirmation should be sent by July, 1st by fax (+32/81262968) The document to be filled in and faxed will be provided once the student is accepted at the Haute Ecole Albert Jacquard, Namur.</p> <p>Other private possibilities may be found on http://www.kotanamur.be/ or http://www.infor-jeunes.be/site/inforjeunes</p>
Information for incoming students on the web site	http://relations-internationales.heaj.be/en/incoming-students
Health insurance requirements	<p>Students are covered by the HEAJ's civil responsibility" insurance, which covers all damage to persons or goods caused within the University if that damage is HEAJ's responsibility. Any other insurance is at the expense of the student.</p> <p>Students who are EU residents are expected to go to a national health service facility, taking with them the E111 form they have obtained in their home country. The HEAJ requires and assumes that all incoming international students have valid personal (travel) insurance from an internationally recognised insurance agency for the duration of their stay in Namur.</p> <p>This insurance should cover all costs related to treatment of sudden illnesses accidents and repatriation.</p>
Special facilities for disabled persons	<p>A lift and special facilities are available to disabled at the technical department</p>