

EXCHANGE PROGRAMME INFORMATION

SPRING 2016-2017

A fruitful Erasmus experience in Brussels!



Welcome to Belgium and Brussels, the Capital of Europe!

JOIN US FOR YOUR ACADEMIC EXCHANGE PERIOD...

At **EPHEC** you will reinforce your practical and professional approach of international business management related subjects in a congenial atmosphere, improve your French and English language skills while discovering the incredible richness of Belgium's cultural heritage.

This guide aims at answering some of the questions you may have on academic as well as practical matters as an exchange student.

The **EPHEC** lecturers, staff and students will be pleased assist you in every possible way to turn this challenging opportunity into a rewarding and successful experience.

We are looking forward to seeing you soon here in Belgium.

The **EPHEC** International Office Team



Belgium & Brussels

Belgium is a kingdom situated in the heart of Europe, a federal state and a constitutional parliamentary monarchy. It was created in 1830 along the border between the Latin and Germanic countries, by uniting citizens belonging to different cultures under the same national flag.

It has three official languages spoken: Dutch (or Flemish) in Flanders (the north of the country), French in Wallonia (the south) and German in the « Eastern Cantons » near the German border. Some areas, like the Region of Brussels-Capital, have a bilingual status. Belgium is therefore at the crossroads of the European Union and its various cultures.

Belgium was one of the founding members of the European Union, so it was logical that Brussels should become the political and administrative centre of the Union. More than 1,100 international agencies (including NATO) are based or represented in Brussels, which plays host to over 150 embassies along with some 600 international press agencies.



EPHEC
Haute Ecole Economique et Technique



EPHEC University College

The Ecole Pratique des Hautes Etudes Commerciales (**EPHEC** for short) was founded in 1969 by professionals within the framework of denominational education. It is an institute for higher non-university education (first cycle), a training centre for junior line executives.

We organise 3-year professional Bachelor Degrees (full-time) in:

- Marketing
- International Trade
- Accounting
- Law
- E-Business
- Information Technology
- Automation & Electromechanics
- IT



In total more than **4000 students** are attending these various full-time degree programmes which are accredited by the FWB (French Community of Belgium).

International Relations Office

Your main contact point throughout your stay at EPHEC will be the International Office at our main Brussels campus (district of Woluwe Saint-Lambert, brussels). It is situated on the basement level (-1) of the building.

CONTACTS

- Mr Frédéric SIMONIS is the main contact person for guest / incoming students
Email: international@ephec.be - Tel : +32.2/775.97.75 – Fax +32.2/775.97.19
- Mr Jean-Michel GREGOIRE is ERASMUS Coordinator
Email : jm.gregoire@ephec.be - Tel : +32.2/775.97.71 – Fax +32.2/775.97.19
- Mrs Françoise DE WAELE is Head of the International Office and ECTS coordinator
She is also a part time lecturer. Email: f.dewaele@ephec.be
- Mrs Barbara BROIJMANS is the Erasmus Belgica coordinator
Email : b.broijmans@ephec.be - Tel : +32.10/47.54.91
- Mrs Astrid BUELENS is in charge of the administration of our outgoing students
Email: a.buelens@ephec.be - Tel : +32.2/775.97.77 – Fax +32.2/775.97.19



Academic calendar

The academic calendar for incoming students is set as follows:

SPRING Semester

Application Deadline: 1/12/2016

Recommended Arrival Dates: around 20/01/2017 (date to be confirmed)

Welcome Week and Orientation: 31/01/2017 (attendance obligatory!)

Lectures during Winter Semester: beginning of February (attendance obligatory!)

Exam period: 01/06 – 19/06

Holidays: 27/02 → 03/03/2017 (February holidays, 1 week) + 3/04 → 14/04/2017 (Easter holidays, 2 weeks)



Orientation week

During the week before the official start of the semester, the participation to the incoming students “Orientation Week” is compulsory.

Through welcome/information sessions, a campus tour and personal appointments you will get acquainted with the university facilities, the academic procedures and the study life at **EPHEC**.

Your course programme and schedule will also be decided during this week. Furthermore various events, workshops and teambuilding activities will give you the possibility to meet the other international students and to get familiar with the Belgian culture.

All “welcome activities” and classes take place in our Woluwé Campus, the address is: Avenue K. Adenauer 3 – 1200 BRUSSELS. To reach EPHEC, take Metro, line 1 to STOCKEL and get off at “ALMA”. At ALMA, use the escalator to cross the metro line and from there follow the “EPHEC” signs : EPHEC is only 300 meters walk.

Prerequisites & application details for guest students

ENGLISH LANGUAGE:

A very good command of English language (generally European level: minimum B2) is requested.

A language evaluation (by phone, prior to final decision of acceptance) might be organized if necessary.

FRENCH LANGUAGE:

Besides the courses offered in English for the guest students (see the list of modules taught in English), the majority of courses are given in French. Therefore, we strongly recommend that you have a good command of the French language, both written and spoken, before you actually begin your study period at **EPHEC**, if your course programme includes courses taught in French.

A course of « French as a foreign language » is organised at **EPHEC** for guest students.

Application Procedure

FIRST STEP:

Your home institution should inform us officially that you have been nominated for a study period at **EPHEC**.

Deadlines to send nominations for the Spring semester: by 1st of December.

To help us know you better, please send us (by e-mail only):

- a letter of motivation
- a CV with (electronic) picture
- the completed Guest student Info Sheet
- your draft Learning Agreement (draft course programme = EU model part A)

→ Once we have received the set of complete documents, we will send you a “Confirmation Letter”

Deadlines to receive these documents for the spring semester: by 15th of June by 15th of December.

SECOND STEP:

Once your official nomination from your Home International Coordinator is accepted by **EPHEC** you should register electronically as follows:

- you should go to <http://erasmus.ephec.be>
- you click on “Registration” under the picture
- you complete all the requested data and submit at the end
- you receive an automatically generated message
- in this message you click on “Click to confirm” : this will transfer your data into our database.
- If you have not yet done so previously, complete and send us (by e-mail) the “Guest Student Info Sheet”

Course offer in English & Erasmus modules

At **EPHEC** many courses are also taught in English and are available for incoming students within our different departments.

A “COURSE OFFER IN ENGLISH” with a complete and updated list of courses offered in English language will be sent to you by email after you have been accepted. However, you will already find a first list attached to this information.

Courses in French

If you have sufficient knowledge French in the language please contact us by e-mail at international@ephec.be to receive the list of courses taught in French in the bachelor degree programmes that you are interested in.

Accommodation

EPHEC does not own student dormitories, halls of residence or flats. So you will need to find accommodation *in the private sector*: rented flats, sharing a room with families or other students. Previous exchange students from your institution might give you some useful hints, so it is always wise to refer to their former experience.

Renting a student room or flat in Brussels will cost on average 350-400 € per month. You might need to sign a contract and pay a 2 months deposit with your landlord.

Before arrival – practical information

Before you leave for Belgium, check with your local Belgian embassy if you require any specific document.

By all means, don't forget your passport and bring a few passport-sized pictures which will be useful for various purposes, including a transport pass.

When you found an accommodation in Brussels, make sur you go (within the 8 days of your arrival) to the town hall of the district ("commune" in French) where you live to register you as an exchange student.

Make sure that you have **sufficient insurance coverage** for your stay in Brussels BEFORE your arrival.

- ➔ Students from EU/EEA-countries should bring their European Health Insurance card with them which can be obtained from their insurance company in their home country.
- ➔ Students from NON-EU/EEA countries have to show their insurance coverage already at the time of visa application

Ask your personal insurance company for details about coverage of medical treatment and have the E-111, E-128 (or equivalent) form established for a period covering your stay in Belgium.

Summary and contacts

Please find attached our very attractive course programme in English "IMPROVE YOUR INTERNATIONAL BUSINESS SKILLS" as well as our Key Info Sheet.

Any further information: international@ephec.be

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We are looking forward to meeting you soon!

