



ERASMUS GUIDE
Institut Supérieur de Musique et Pédagogie
Namur - Belgium



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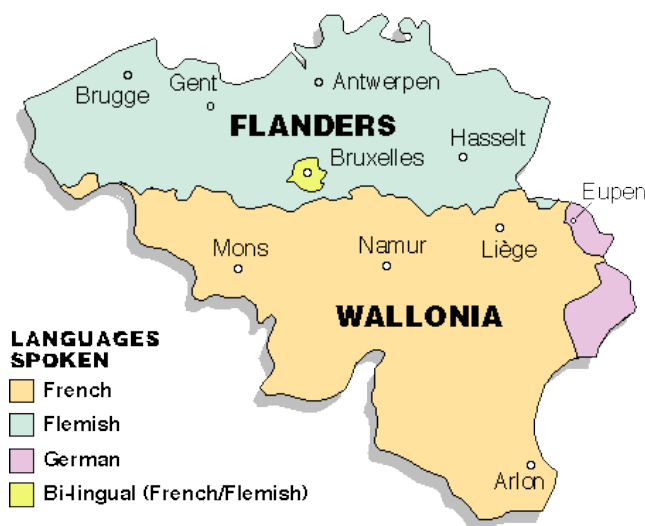
*This guide was made following the “practical guide for Erasmus” from HENALLUX example.

Practical Guide for Erasmus in Namur – BELGIUM

1. About Belgium.

Belgium is a small country in the middle of Europe. It is surrounded by France, Germany, Netherlands and the Grand Duché du Luxembourg. The north border of the country is limited by the North Sea, connection to the Atlantic Ocean. The capital of Belgium is Brussels. We have three national languages : French, Flemish and German.

The country, a federal State, is divided in three regions : Flanders in the north, Wallonia in the south and the region of Bruxelles-capitale in the center. The country is also divided in 9 provinces.



The city of Namur is the head-city of the province of Namur. It is located in the south of the country, in Wallonia. It is a city very agreeable, the heart of Wallonia, and with a lot of students. It offers a good variety of activities of all types and has some beautiful monuments to visit, as the citadel for example.

Belgium is known in Europe because Brussels is the city in which the European Community has most of its buildings. It is the center of the European life and while walking in the streets of Brussels, you can hear languages from everywhere. Belgium has always had people from various cultures, languages, origins, and opinions. It makes it strong but also, a country of

compromises. This great variety of people made Belgium an open-minded country, very friendly and welcoming. You must not miss the internationally known Belgian chocolate, (Belgian) french fries, and the great variety of amazing Belgian beers. Belgium offers also beautiful possibilities of visits : Brugge (the city called Venice of the north), Gent, Brussels, and plenty of other small towns. The size of the country allows to visit it quite easily. You will not regret it if you choose to come in Belgium, all you risk is to fall in love with the country and to stay longer then planned ! WELCOME IN BELGIUM !

2. About IMEP, Institut Supérieur de Musique et de Pédagogie.

2.1 Our location.

Institut Supérieur de Musique et de Pédagogie (IMEP)
Superior Institute of Music and Pedagogy
Rue Juppín 28, 5000 Namur Belgium

MAIN ENTRANCE :

Rue Blès 33A, 5000 Namur

<http://www.imep.be>

info@imep.be / international : erasmus@imep.be

Phone : +32 (0) 81 73 64 37



It is easily accessible from the 2 airports (Charleroi-Sud and Brussels-Zaventem) by train. NAMUR STATION is at 15 minutes walking or 5 minutes in bus (bus number 5 that stops in front of the station) from IMEP.

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.

More information about train : <http://www.sncb.be> and about buses : <http://www.infotec.be>

2.2 Our studies.

In Belgium, the organization of Education is in three levels : basic (primary) education, secondary education and higher education. The higher education is short-type (bachelor or vocational education) and long-type (bachelor, master and PhD). The next table summaries the national education system according to the Decree of 31 march 2014 defining higher education, favouring its integration into the european space of Higher Education and refunding the universities.

3e cycle (niv. 8)	DOCTORAT (180 crédits)		
2e cycle (niv. 7)	MASTER DE SPECIALISATION (60-120 crédits)		
	AESS (30 crédits)	AESS (30 crédits)	
	MASTER, MEDECIN, MEDECIN VETERINAIRE (60 à 180 crédits)	MASTER (60 à 120 crédits)	MASTER (60 à 120 crédits)
1er cycle			BACHELIER DE SPECIALISATION (60 crédits) (niv. 6)
	BACHELIER (180 crédits) (niv. 6)	BACHELIER (180 crédits) (niv. 6)	BACHELIER (180-240 crédits) (niv. 6)
			BACHELIER DE SPECIALISATION (60 crédits) (niv. 6)
		BREVET D'ENSEIGNEMENT SUPERIEUR (120 crédits) (niv. 5)	
ENSEIGNEMENT UNIVERSITAIRE		ENSEIGNEMENT SUPERIEUR HORS UNIVERSITE DE TYPE LONG	ENSEIGNEMENT SUPERIEUR HORS UNIVERSITE DE TYPE COURT
		ENSEIGNEMENT SUPERIEUR DE PROMOTION SOCIALE	

As a High School of Arts, IMEP provides a short-type study in musical pedagogy (A.E.S.I. /3 years of bachelor) and long-type study (bachelor of 3 years and master of 2 years) in instruments, vocal, computer music, Musical writings and theory. IMEP also provides the pedagogical formation in one year (A.E.S.S.) that completes the master degree. IMEP has 3 different types of Master : specialized (for professional career of soloist or orchestral career), didactical (for professional career and teaching career) and in-depth master (for musical career and musicology, in partnership with U.C.L., Catholic University of Louvain). The best master for the erasmus students or international students is the specialized one.

On our website, you can find the catalogue of all our courses : <https://www.imep.be/fr/grilles-de-cours> or in english : <https://www.imep.be/fr/erasmus>

IMEP 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 and the recognition of the activities listed in the L.A. which have been marked sufficient during the mobility period. The ECTS is a system of collection of and transfer of credits centered 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 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 (value of one credit represents 25 to 30 hours of work).

The Learning Agreement (see appendix 5.4 for sample) 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 Transcript of Record (which is now part of the L.A.), 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. As IMEP is registered on the EGRACONS tool since March 2017, your transcript of records can also be converted easily in your home institution (<http://www.egracons.eu/page/about>) if your institution is registered too.

For further information, please visit the website of the European Commission http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm

2.3 Our academic Calendar.

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

The **first term** runs from mid-September to end of January. There is an interruption of 2 weeks for Christmas Holiday, from end December to early January, then the first assessment period (exams) starts until 31 of January.

The **second term** runs from 1st February to end of June. It is interrupted by Easter Holidays (2 weeks). In May and June, there is also an assessment period closed by the “proclamation” of the results on the 30 of June.

The summer holidays starts on 1st of July until mid-August, followed by the second assessment period until early September. That's **the third term** of the academic year. In the end of June and in early September are also organized the entrance exams.

The precise dates of the academic calendar can be found on our website : <https://www.imep.be/fr/calendrier-de-lannee>

2.4 Your contact : International coordinator.

Our school Erasmus code is : **B NAMUR 13**

Your contact at IMEP is the International coordinator :



Mrs. Cécile VANSNICK

e-mail : cecile.vansnick@imep.be / erasmus@imep.be

Tel. : +32 81 73 64 37

Facebook : Cecile Vansnick Erasmus-IMEP

Address : Rue Blès 33A, 5000 Namur

Office : The office of the student's secretary
on the second floor of second building

International office hours : [Wednesday – from 9.00 to 12.30 \(morning\)](#)
[Tuesday and Thursday – from 13.30 to 16.00 \(afternoon\)](#)

Access to the school is possible with the student badge from 7.15 to 21.45 on Monday-Friday and during the weekend, and the holidays from 8.30 to 21.45. Out of these hours, the buildings are totally closed.

Office hours Student's secretary :

Monday, Wednesday, Friday – from 9.00 to 12.30 without appointment

Tuesday, Thursday – from 13.30 to 16.30 without appointment

Monday to Friday – out of opening hours : on appointment or by phone only, between 9.00 and 12.30 or 13.30 and 16.30.

IMEP Students' council : The president of the student's council is **Martin GENNEN**

mail : Martin-gennen@hotmail.com

facebook : Conseil des Etudiants Imep

2.5 Our study regulations.

Every Erasmus students is bound to the same study regulations of the Institute as any regular student enrolled at IMEP. It means they have to pass all exams of the courses they are following, without exception. If they are no second try for an exam normally, it will not be organized for erasmus students neither. However, if a second try for an exam is organized normally but can't be attend by erasmus students because it is out of their trip dates, it can be arrange with the professors to organize a special second try during their stay.

The study regulations is available on our website : <https://www.imep.be/fr/wp-content/uploads/2011/05/reglement-des-etudes-2016-2017.pdf>

The Erasmus students has the right but also the duty to refer always to the international coordinator (Mrs. Vansnick) in order to prevent any problem. They have to present themselves in person at their arrival (appointment with Mrs Vansnick can be arranged by mail) and when they are leaving, in order to receive all informations needed.

About French lessons and Integration Weeks, as IMEP is paying for the lessons, we ask every students who subscribe to be present at more than 80 % of the lessons and/or activities. Otherwise, it will be ask to pay back the cost of the lessons and Integration Weeks to the coordinator. In the case of french lessons during the year, the students must pass the exam at the end of the lessons, or will be asked to pay back the lessons too.



3. Coming In Namur : Daily Life

3.1 Your medical care insurance.

As you are coming at IMEP, you will be under the insurance of all person working in the Institution, covering your civil liability and any accident happening during academic activities. However, it doesn't cover your personal medical care. Incoming students should subscribe personally, at their own costs, an insurance covering their civil liability and accident for everything that concerns activities out of the institution, during private activities, and should also be covered by a health care insurance. Any students can be asked to produce the evidence thereof.

3.2 Cost of living in Belgium.

The currency in Use in Belgium is 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, etc. During your stay, the average cost of living for a student is rated from 650€ to 850€ per month.

Restaurants	Average	Range
Meal, Inexpensive Restaurant	15.00 €	10.00-20.00
Domestic Beer (0.5 liter draught)	3.50 €	2.50-4.00
Imported Beer (0.33 liter bottle)	3.00 €	2.50-4.00
Cappuccino (regular)	2.62 €	2.00-3.00
Coke/Pepsi (0.33 liter bottle)	2.07 €	1.50-2.50
Water (0.33 liter bottle)	1.81 €	1.00-2.50
Markets		
Milk (regular), (1 liter)	0.90 €	0.65-1.20
Loaf of Fresh White Bread (500g)	1.67 €	1.30-2.00
Rice (white), (1kg)	1.71 €	1.00-2.50
Eggs (12)	2.37 €	1.40-3.50
Local Cheese (1kg)	13.21 €	8.25-18.00
Chicken Breasts (Boneless, Skinless), (1kg)	9.34 €	7.00-12.00
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	16.16 €	11.00-20.00
Apples (1kg)	1.74 €	1.29-2.50
Tomato (1kg)	2.11 €	1.50-2.99
Potato (1kg)	1.25 €	1.00-1.89
Water (1.5 liter bottle)	0.88 €	0.50-1.20
Bottle of Wine (Mid-Range)	7.00 €	6.00-8.00
Domestic Beer (0.5 liter bottle)	1.19 €	0.96-2.00
Imported Beer (0.33 liter bottle)	1.48 €	1.00-2.00
Transportation		
One-way Ticket (Local Transport)	2.10 €	1.80-3.00
Monthly Pass (Regular Price)	49.00 €	38.00-50.00
Utilities (Monthly)		
Basic (Electricity, Heating, Water, Garbage) for 85m2 Apartment	134.77 €	97.14-180.00
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	0.22 €	0.15-0.30
Internet (10 Mbps, Unlimited Data, Cable/ADSL)	39.15 €	27.50-50.00

Sports And Leisure

Fitness Club, Monthly Fee for 1 Adult	26.61 €	20.00-40.00
Tennis Court Rent (1 Hour on Weekend)	16.10 €	12.00-20.00
Cinema, International Release, 1 Seat	10.00 €	9.00-12.00

Rent Per Month

Apartment (1 bedroom) in City Centre	771.91 €	600.00-1,100.00
Apartment (1 bedroom) Outside of Centre	630.04 €	450.00-900.00
Student's room (Kot) in Namur	375 €	250.00-500.00

3.3 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 (IMEP provides student cards for every Erasmus student).

3.4 Financial Help.

IMEP normally does not give any subsidy to incoming students, but they will not be asked to pay anything from the school. However, if one student is running in deep financial trouble, he can contact the international coordinator in order to find a solution.

3.5 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 :

- (1) Orange (Mobistar) : www.orange.be
- (2) Base : www.base.be
- (3) Proximus (Belgacom) : www.proximus.be

3.6 Public transports.

- * TRAINS – SNCB : <http://www.sncb.be>

The station of “Namur” is located Place de la station, 5000 Namur. It is the closest train station from IMEP. As Belgium is a small country, you can cross it in train in about 4 hours. In more or less 1 hour from Namur you can reach the capital (Bruxelles) and in less than 3 hours, the north coast.

All informations may be found on their website, or via www.belgianrail.be.

If you are under 26 years old, the Go Pass 1 or Go Pass 10 tickets may be the best choice. It gives you a ride to any station in Belgium for the same price. The Go Pass 10 is giving you 10 rides to any station in Belgium (for you and/or friends) for the same price. Be careful, it is useful on long distance, but for short distance, it is more expansive than a single ticket. Week-end ticket are cheaper if you are doing the “there and back again” between Friday evening and Sunday evening. You can also ask for monthly or yearly ticket if you are doing the same trip every day.

- * BUSES – TEC : <http://www.infotec.be>

The TEC is the public transportation that 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 (in front of the station). Phone : +32 81 25 35 55. Opening hours : MON-FRI : 7.00 to 18.00; SAT : 7.00 to 17.00. Closed on Sundays and holidays.

3.7 Emergency call numbers – Emergencies and health

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 : 100
- ➔ Poison Control Center : 070 245 245
- ➔ Burn Care Center : 071 448 000
- ➔ Youth Care Line : 078 15 44 22
- ➔ Center for Suicide Prevention : 0800 32123
- ➔ Pharmacy on call : 0900 10 5000 (0,50€/min) web : www.pharmacie.be

3.8 Your accommodations.

IMEP does not have special accommodations for students, but we provide informations on *our website* : <https://www.imep.be/fr/mobilite-in> , on our *facebook page*, or by *the students' council of IMEP* (mail in the chapter 2.4 Your contact).

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, and so on... generally called “commu”. You can find offers of rental on the inforjeunes site at : <http://www.infor-jeunes.be/site/faq-6-Logement> or on those websites : <http://www.kotanamur.be/> <http://www.infor-jeunes.be/site/kots> ; In the University of Namur student residences : <http://www.unamur.be/etudes/universite/services/social/logement/>

If you prefer to visit the room you will rent before, we recommend you to take first a room in a hostel or “auberge de jeunesse”, in which you can stay for several days before moving. Here are several places where you can stay :

AUBERGE DE JEUNESSE

Auberge de jeunesse Félicien Rops – Namur

Avenue Félicien Rops, 8 / 5000 Namur

0032 81 22 36 88

www.lesaubergesdejeunesse.be

A partir de 18€

namur@mesaubergesdejeunesses.be

SELF-CATERING COTTAGES

Gîtes du Vieux Namur

Rue du Président, 32 / 5000 Namur

0032 475 45 76 00

www.lesgitesduvieuxnamur.be

decreasing rate : 85 to 45€

info@lesgitesduvieuxnamur.be

Maison Rops

Rue du Président, 49 / 5000 Namur

0032 475 45 76 00

www.rops-namur.be

55 à 130€

info@lesgitesduvieuxnamur.be

HÔTELS

Les Tanneurs

Rue des Tanneries, 13 / 5000 Namur

0032 81 24 00 24

www.tanneurs.com

A partir de 75€

info@tanneurs.com

Grand Hôtel de Flandres

Place de la station, 14 / 5000 Namur

0032 81 23 18 68

www.hotelflandre.be

A partir de 85€

info@hotelflandre.be

IBIS Namur Centre

Rue du 1^{er} Lanciers, 10 / 5000 Namur

0032 81 25 75 40

www.ibis.com

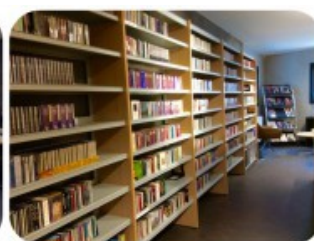
69 à 99€

h3151@accor.com

3.9 Library.

Our institution has its own “Mediatheque”, a library constituted mainly of music scores, but also of records, methods for theory of music, pedagogical or didactical files, encyclopedias, and books about music. It is open to students and teachers of IMEP and Namur University. The outsiders who want an access can ask for an authorization by mail : mediatheque@imep.be

Opening hours : Monday to Thursday : 8h-13h / 13h30-18h; Friday : 9h30-12h30. Closed during the academic holidays.



3.10 Doing sport.

Students can have access to the “Service sports” of the university (Facultés Universitaires Notre-Dame de la Paix, Unamur). Here is the list of the available activities: **Martial Arts** (Aikido, boxing, jisei goshindo, jiu-jitsu, judo, karate kyokushin, karate self-defence, taiji quan, tai jutsu); **Dance and revalidation** (Aerobics, jazz funky, aerobic step, power training, stretching, yoga); **Water sports** (Swimming, aquagym); **Team sports** (Athletics, badminton, basket ball, hand-ball, hockey, mini-foot, rugby, volley-ball); **Individual sports** (Athletics, climbing, trampoline). The sport card give access to nearly all activities monitored by trainers. Cards 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 : +32 (0) 81 82 62 11 / <https://www.unamur.be/universite/services/social/sports>

3.11 Socio-cultural activities.

CINEMAS : **Acinapolis** (Rue de la Gare Fleurie 16, 5100 Jambes / +32 81 32 04 40 / www.acina.be); **Cameo 2** (Rue des Carmes 49, 5000 Namur / +32 81 22 26 19 / www.cinemacameo.be)

MUSEUMS : **Musée Diocésain et Trésor de la cathédrale Saint-Aubain** (Religious Heritage) / **Musée des arts anciens du Namurois** (Art heritage of the Middle Ages and Renaissance) / **Musée de Groesbeeck – de Croix** (Art heritage of the XVIIth, XVIIIth and XIXth centuries) / **Musée archéologique de Namur** (Exhibition of excavations in the Province of Namur) / **Musée Africain** (African Museum) / **Musée Félicien Rops** (Art heritage of the XIXth century) / **Musée des Commandos** (History of the Belgian Commandos) / **Musée du frère Mutien Marie** (Religious heritage) / **Musée de la fraise et du pays de Wépion** (Museum of the strawberry) / **Musée du Génie** (Museum of military engineering) / **NAUTICMEN – MOULINS DE BEEZ**

MONUMENTS : The **citadel** (With a surface of 80 hectares, the Citadel of Namur was one of the largest fortresses in Europe; www.citadelle.namur.be/) and 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. Address: Château des Comtes, route merveilleuse, Namur Citadelle / +32 81 22 12 09 / www.delforge.com)

MARKETS : **Tuesday** 8.00-13.00 : Place Louise Godin, Salzinnes

Wednesday 12.00-18.30 : Place de la Gare, Namur

Thursday 8.00-13.00 : Place de la Wallonie, Jambes

Friday 16.00-20.00 : Parking of the sport hall, chaussée de Dinant, La Plante (bio and farms products)

Saturday 8.00-13.00 Namur (center of the town) except 3rd week-end of September.

THEATRE : **Théâtre de Namur** (Place du Théâtre, 5000 Namur / +32 81 226 026 / www.theatredenamur.be/)

RIVER TOURISM : The Namourette is a little passenger boat that sails on the Sambre and the Meuse between Jambes and Salzinnes. Its nice name “Namourette” is a hint at the town and the Venetians cousins. www.ville.namur.be

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 3rd weekend of September, 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 of 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 weekend, people of every age can take part in activities and animations: concerts, choirs, folklore, bands, ... There are also stands and merry-go-rounds, and do not miss the visit of Santa. The big chalet of the Place d'Armes is the right place for meeting the people who will share that typical end-of-the-year atmosphere with you. You can also cross the town in a horse-drawn cart. Last but not least, you can go and glide on the Grognon ecological ice-rink, which is 300m² large.

Namur in May : The festival of fairground arts. From Ascension Thursday on. "Ladies and gentlemen, come and have a look ! Enter the world of illusion and go back to your child soul!" Every year, on Ascension Day, you can see merry-go-rounds, barkers, patter merchants, flea tamers, giant insects, Namur becomes the city of Oz. info@artsforains.com / <http://www.artsforains.com>

Verdur Rock : Last weekend 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 28 years now. info@verdurreck.be / <http://www.verdurreck.be>

Festival of Wallonia : First two weeks of 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 Théâtre 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>

4. Doing an ERASMUS exchange at IMEP

4.1 First steps.

In order to do an Erasmus at IMEP, you need to enroll before the deadline (15th April / 1st December) and send to the International Coordinator at IMEP the following documents :

O The **application form** (see appendix 5.1 for sample) that you can find on our website (download application form INCOMING) : <https://www.imep.be/fr/mobilite-in>

O A **motivation letter** written by yourself, in english or in french

O A **curriculum vitae**, showing what are your achievements in studies and others...

O A **record of yourself** playing (youtube link is perfect, but it can also be a mp3, or shared by dropbox, wetransfer, etc.)

Once you have all these documents, you should contact your international coordinator to see if we have already a partnership. If we have a partnership, you can directly send all the documents to the international coordinator at IMEP : Cécile VANSNICK – cecile.vansnick@imep.be / erasmus@imep.be

If our schools are not yet partner, you can also send your documents to Cécile Vansnick, but you should mention that there is still no agreement with your school, and you should ask your coordinator to contact also Mrs. Vansnick to make the agreement.

The **deadline for enrollment** for the 1st semester (September - January) or the entire year (September to June) is the **15th April**. For the 2nd semester (February - June), the deadline is the **1st December**.
Example : If you want to attend IMEP in September 2017, your application form with all documents should be sent before the 15th April 2017 at the international coordinator at IMEP. If you want to attend it in February 2018, your application form should be sent before the 1st December 2017.

Once your application has been received, the Coordinator will send you a mail of confirmation that your files are in order. After that, your application will be send to the Director and the Main Professor to see if they have a place for an Erasmus Student. The Coordinator should send you a letter of approval or refusal within a month.

Once you received your **Letter of Acceptance**, you can make the **next steps** :

O Complete and send to the IMEP Coordinator the first part of **the Learning Agreement** (see appendix 5.4 for sample). You have to complete and sign the part named « before the mobility ». Then send it at the IMEP Coordinator who will sign it too and send it back to you. You can find it here : <https://www.imep.be/fr/mobilite-in>

O If your level of French is under B1, we strongly recommend you to **subscribe** to the « **Integration weeks** » program or to the « **french lessons** » (see appendix 5.3 and 5.2 for samples). For more informations, please read carefully the next chapter (4.2 French lessons).

O Start to search for **an accommodation**. For more informations, please, refer you to the *chapter 3.8*, to *our website* : <https://www.imep.be/fr/mobilite-in> , write on our *facebook page*, or contact *the students' council of IMEP* (mail in the chapter 2.4 Your contact).

4.2 French lessons.

The Integration weeks program is a program starting 15 days before the first day of lessons, in which you can have french lessons and cultural activities. If you participate correctly, it can count for 3 ECTS in your learning agreement. The french lessons are lessons during the academic year (once a week, in the evening or on Saturday morning) and that can also count as 3 ECTS in your LA. It is of course possible to follow the 2 courses, but it can only count for 3 ECTS whatever.

About French lessons and Integration Weeks, as IMEP is paying for the lessons, we ask every students who subscribe to be present at more than 80 % of the lessons and/or activities. Otherwise, it will be ask to pay back the cost of the lessons and Integration Weeks to the coordinator. In the case of french lessons during the year, the students must pass the exam at the end of the lessons, or will be asked to pay back the lessons too.

4.3 When you arrive.

- O Check for your accommodation. Be careful to pay your rent every month !
 - O Go to the appointment with the Erasmus Coordinator and receive all information about the school.
 - O Take the attest of Arrival.
 - O Do the Online Subscribe to access the intranet of the school and activate the demand for Student Card (that gives access to the school buildings).
 - O If wanted, subscribe to the French Courses, and sign the regulations.
 - O Go to the service « population-Etrangers » at the « Hotel de ville de Namur », Rue de Fer 5000 Namur.
Tel : +32 81 24 62 33 or +32 81 24 62 32 / e-mail : etrangers@ville.namur.be
- Students from a country of EU should provide the following documents :

- identity card or passport
- Certificate of final enrollment at the host institution
- certificate of assumed responsibility or certificate of grant if necessary or means of subsistence
- Evidence of health insurance
- Birth certificate or civil status form
- Two recent identity card photographs (+5€)

Warning : If the student is under 18, a parental authorization is needed.

Students from a country out of EU should provide the following documents :

- identity card or passport
- Certificate of final enrollment at the host institution
- Three recent identity card photographs (+5€) / appendix 33 is valid for present solar year)

Aff.civiles & sociales/Population/Etrangers*

Tél. 081/24.62.32 - 33

081/24.62.00 081/24.72.78 - 79

081/24.72.80

Fax : 081/24.11.31

etrangers@ville.namur.be

O Check that the lessons on your intranet corresponds with your Learning Agreement / Make the change in Agreement or Intranet to be in order.

O Make contacts with professors.

O Start your academic semester, and enjoy Belgium !

4.4 While you are here.

The main thing to remember while you are in Erasmus is that whatever the problem is, you should **contact directly your Erasmus coordinator** (at IMEP: cecile.vansnick@imep.be or your home institution). It's always better to ask for help or information if you have a doubt about something or if you are in trouble. If known, the problem can be solved or at least, we can try together to find a solution. Don't stay in trouble alone, we are here to help! If you have a problem with a course or a teacher, try to contact the professor also. If he knows about your problem, he will be careful to help you. If you have a problem with the schedule or your learning agreement, contact the international coordinator of IMEP (Mrs C. Vansnick).

4.5 Before leaving.

O Make an appointment before leaving with the international coordinator at IMEP, in order to :

O Receive your attest of departure

O Check out of your accommodation after being sure to have repair eventual damages.

Once you are back home :

O don't forget to give your attest of departure in your home institution.

O Your transcript of records will be send as soon as possible to your coordinator, after the end of the exam session (31th January for the 1st session, 30th June for the 2nd session, 14th September for the 3rd session, if needed).



Application Package:

1. Recording or Portfolio for Audition

For IMEP: No specific requirements needed. Youtube link or notranje files accepted, sended by mail at: cebu.wimons@imep.be

List of pieces performed on your Recording (music performers) and/or scores indicated in your Portfolio (for composers)

--

2. Motivation

Please attach your motivation letter

3. Transcript of Records¹

Please attach your Transcript of Records (if requested by Receiving Institution)

4. Curriculum Vitae

Please attach your CV (if requested by Receiving Institution)

Student's Language Skills²

Mother tongue:

Please indicate your language skills other than mother tongue:

1. Language: <u>Language 1</u>	Limited A1 <input type="checkbox"/> A2 <input type="checkbox"/>	Moderate B1 <input type="checkbox"/> B2 <input type="checkbox"/>	Fluent C1 <input type="checkbox"/> C2 <input type="checkbox"/>
2. Language: <u>Language 2</u>	Limited A1 <input type="checkbox"/> A2 <input type="checkbox"/>	Moderate B1 <input type="checkbox"/> B2 <input type="checkbox"/>	Fluent C1 <input type="checkbox"/> C2 <input type="checkbox"/>
3. Language: <u>Language 3</u>	Limited A1 <input type="checkbox"/> A2 <input type="checkbox"/>	Moderate B1 <input type="checkbox"/> B2 <input type="checkbox"/>	Fluent C1 <input type="checkbox"/> C2 <input type="checkbox"/>
I am aware of the obligation to pass the online language test (via OLSE ³) before my studies abroad, and I am interested in improving my language skills if recommended			<input type="checkbox"/>

Previous Studies in Erasmus Programme

Have you already been studying/working abroad as ERASMUS student/trainee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please indicate:	Receiving Institution: <u>Former host institution's name</u>	Former host institution's name
Study cycle	Bachelor (1 st) <input type="checkbox"/>	Master (2 nd) <input type="checkbox"/>
Duration of stay (months)	Duration of stay (month): <u> </u>	

Signatures of Sending Institution

Student:	Name, <u>surname</u>	Date:	<input type="text"/>
Professor/Tutor (of the main subject):	Name, <u>surname</u>	Date:	<input type="text"/>
Head of Department:	Name, <u>surname</u>	Date:	<input type="text"/>
Erasmus + Coordinator:	Name, <u>surname</u>	Date:	<input type="text"/>

NOTES FOR GUIDANCE

General Information


All enquiries and applications for exchange programmes must be made through the responsible Erasmus Coordinator in your sending/home institution. To facilitate general procedures, please use e-mail until the point of mutual confirmation/signatures.

Application form and deadline

Please complete the form as fully and as clearly as possible. The Coordinator will inform you about the application deadline for your preferred receiving/host institution(s).

Other forms
Some institutions may require extra documentation with your application; you may for example be asked to complete a second application form and/or apply only for your study abroad.

5.2 French lessons application Form. (This is a sample, do not use it, ask the file to Mrs Vansnick)

 Pôle de académique Namur	
COURS DE FRANÇAIS LANGUE ETRANGERE NAMUR 2016- 2017	
NOM(S) :	Nationalité :
PRENOM(S) ET INITIALES :	
N é (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

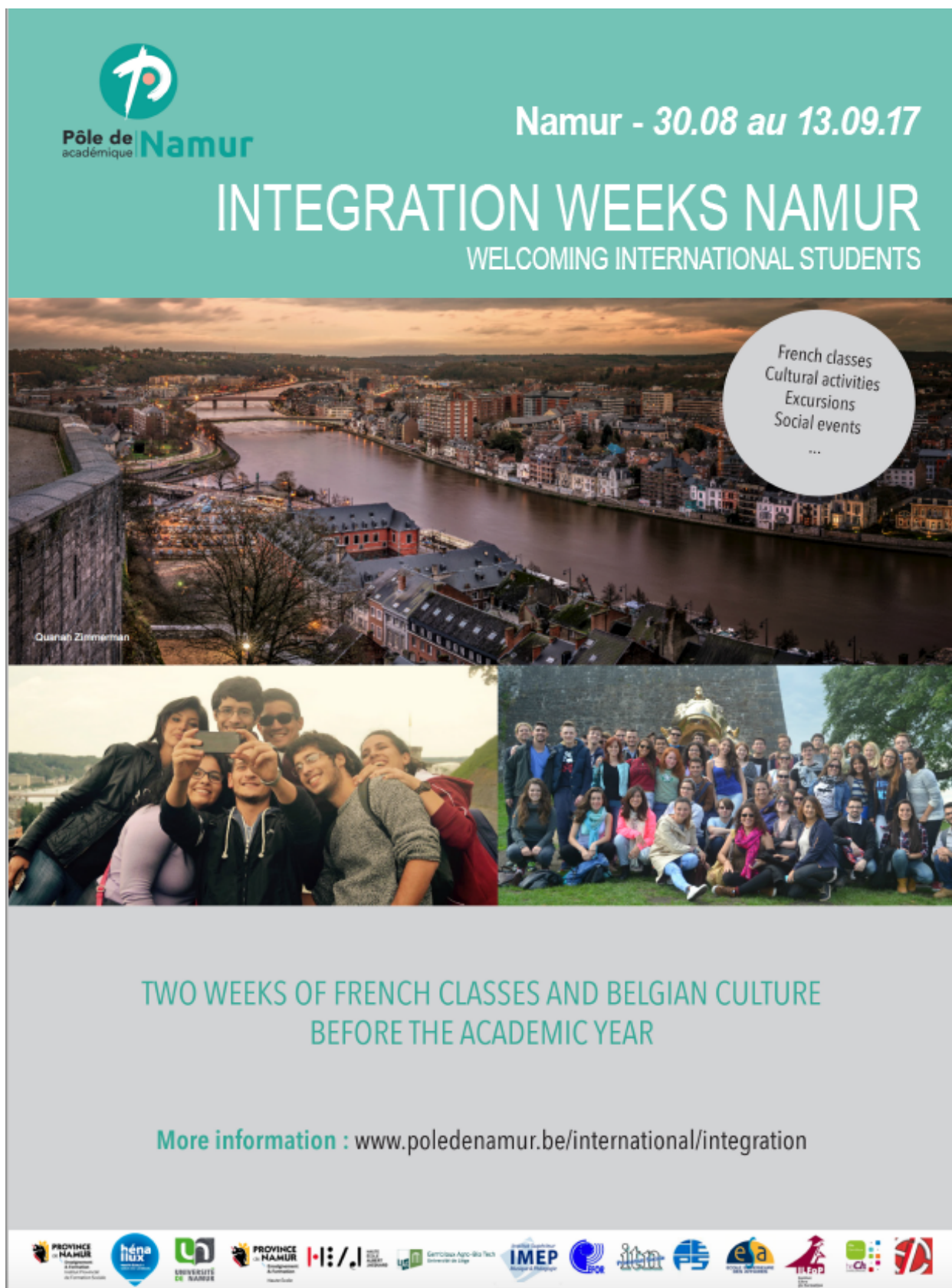
Signature

Réservé à l'administration

Français en situation 1	40 pér.	627
-------------------------	---------	-----

CI	DIPL	TA	FOREM	CPAS	MI N	
Paraphe						
Vérificatrice					Date : / /	

5.3 Integration weeks program. (subscribe online)



The poster for 'Integration Weeks Namur' features a teal header with the 'Pôle de académique Namur' logo and the dates 'Namur - 30.08 au 13.09.17'. The main title 'INTEGRATION WEEKS NAMUR' is prominently displayed, followed by 'WELCOMING INTERNATIONAL STUDENTS'. Below the header is a large photograph of Namur at dusk, with a river and city lights. A circular callout lists activities: 'French classes', 'Cultural activities', 'Excursions', 'Social events', and '...'. Below this are two smaller photos: one of a group of students taking a selfie and another of a large group posing in front of a historic building. The bottom section contains the text 'TWO WEEKS OF FRENCH CLASSES AND BELGIAN CULTURE BEFORE THE ACADEMIC YEAR' and a link for more information: 'www.poledenamur.be/international/integration'. The footer is a row of logos from various partner institutions.

Namur - 30.08 au 13.09.17

INTEGRATION WEEKS NAMUR

WELCOMING INTERNATIONAL STUDENTS

French classes
Cultural activities
Excursions
Social events
...

TWO WEEKS OF FRENCH CLASSES AND BELGIAN CULTURE
BEFORE THE ACADEMIC YEAR

More information : www.poledenamur.be/international/integration



COMMITMENT OF THE THREE PARTIES

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

Student
Student's signature
Date:

Sending Institution
Responsible person's signature
Date:

Receiving Institution
Responsible person's signature
Date:

5.5 Certificate of Attendance. (This is a sample, your coordinator will give you the real one, signed)



Annexe V.4b

ERASMUS - Séjour académique ATTESTATION DE SÉJOUR

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 :

Name :

Position :

Date :

Stamp :

Departure form

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

Signature :

Name :

Position :

Date :

Stamp :



