

# INTERNATIONAL STUDENT GUIDE

Welcoming words

Belgium & EPHEC in brief

EPHEC  
University  
College

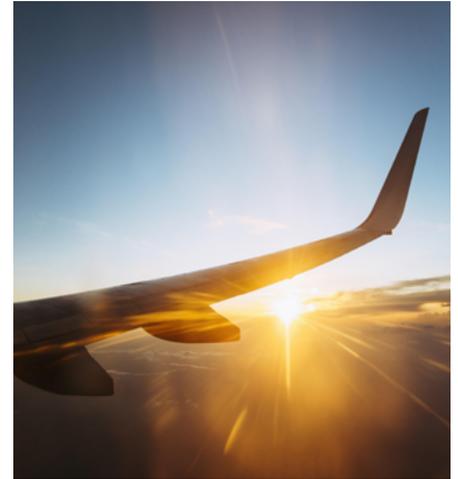
Our values, pillars,  
bachelor degrees, etc.

Your experience in  
Brussels

Get a preview  
of your experience with  
pictures from previous  
years!

*Incoming Students  
- 2021*

# TABLE OF CONTENTS



## Welcoming words

Page 3

## Belgium and Brussels in brief

Page 3

## EPHEC University College

Page 5

## Campuses & Student facilities

Page 7

## Internationalization

Page 9

## Studying at EPHEC

Page 10

## Academic calendar

Page 12

## Course offer

Page 13

## Your experience at EPHEC

Page 17

## Teaching Methods

Page 18

## Assessments, exams & retakes

Page 18

## Grading system

Page 19

## Testimonials

Page 20

## Frequently Asked Questions

Page 21

## Living in Brussels

Page 21

## Tips from previous students

Page 26

## Survival French

Page 26

## Checklist for your exchange

Page 29

## A preview of your experience...

Page 30

# WELCOMING WORDS

## Welcome to Belgium and to Brussels, the Capital of Europe!

We believe you have made an excellent decision to study in our University College.

At EPHEC, you will reinforce your practical and professional approach of business-related subjects in a congenial atmosphere and improve your French 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, and we hope it will contribute to make your stay with us as pleasant as possible.

The EPHEC lecturers, staff and students will 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 Center for International Relations**

## BELGIUM AND BRUSSELS IN BRIEF

[Belgium](#) is a kingdom situated in the heart of Europe sharing borders with France, the Netherlands, Germany and Luxemburg. The country is a federal state and a constitutional parliamentary monarchy. It declared independency in 1830. Because of the cultural boundary between the Latin and the Germanic countries, in Belgium, the citizens of different cultures unite under the same national flag.

Belgium has three official languages: Dutch (or Flemish) in Flanders, French in Wallonia and German in the Eastern Cantons. Some areas, for

example the Region of Brussels Capital, have a bilingual status and use both Dutch and French.

The capital region has a population of 1,209,000 habitants. In addition to the Belgian people, many different nationalities are present in Brussels. Largest groups of foreign residents include for example French, Romanian, Moroccan, Italian, Spanish and Polish people. Due to the migration, Brussels is home to a growing number of foreign language speakers.

# 30.689 km<sup>2</sup>

Our area

# 11.431.406

Our population (2019)

# Euro €

Our currency

# UTC +1

Time Zone

## SOME BELGIAN FACTS & FIGURES

# UTC +2

Summer Time Zone

# +32

Belgium Calling Code

# French, Dutch, German

Our languages



Our flag

As one of the founding members of the European Union, and with the country's central location, it was logical for Brussels to become the political and administrative center of the Union.

Culturally there are multiple aspects Belgians are proud of and one of them is comics. There are several authors and cartoonists that have created interesting fictional characters and told captivating stories by simple picture frames. Some of the popular comics include The Adventures of Tintin by Hergé, The Smurfs by Peyo, Lucky Luke by Morris and Gaston Lagaffe by André Franquin. In the music industry,

famous names include singers and songwriters Jacques Brel, inventor of the saxophone Adolphe Sax and a more current artist Stromae, who has enjoyed great success in Europe.

Typical Belgian culinary treats are fries, mussels, chocolate, waffles and beers. There are over 1500 varieties of beer being produced in Belgium. Don't forget to explore the famous attractions of Brussels; Manneken Pis, the Grand Place, Atomium and many other places as well as to visit beautiful Belgian cities such as Ghent, Bruges and Antwerp.

Enjoy your stay in Belgium!

# EPHEC UNIVERSITY COLLEGE

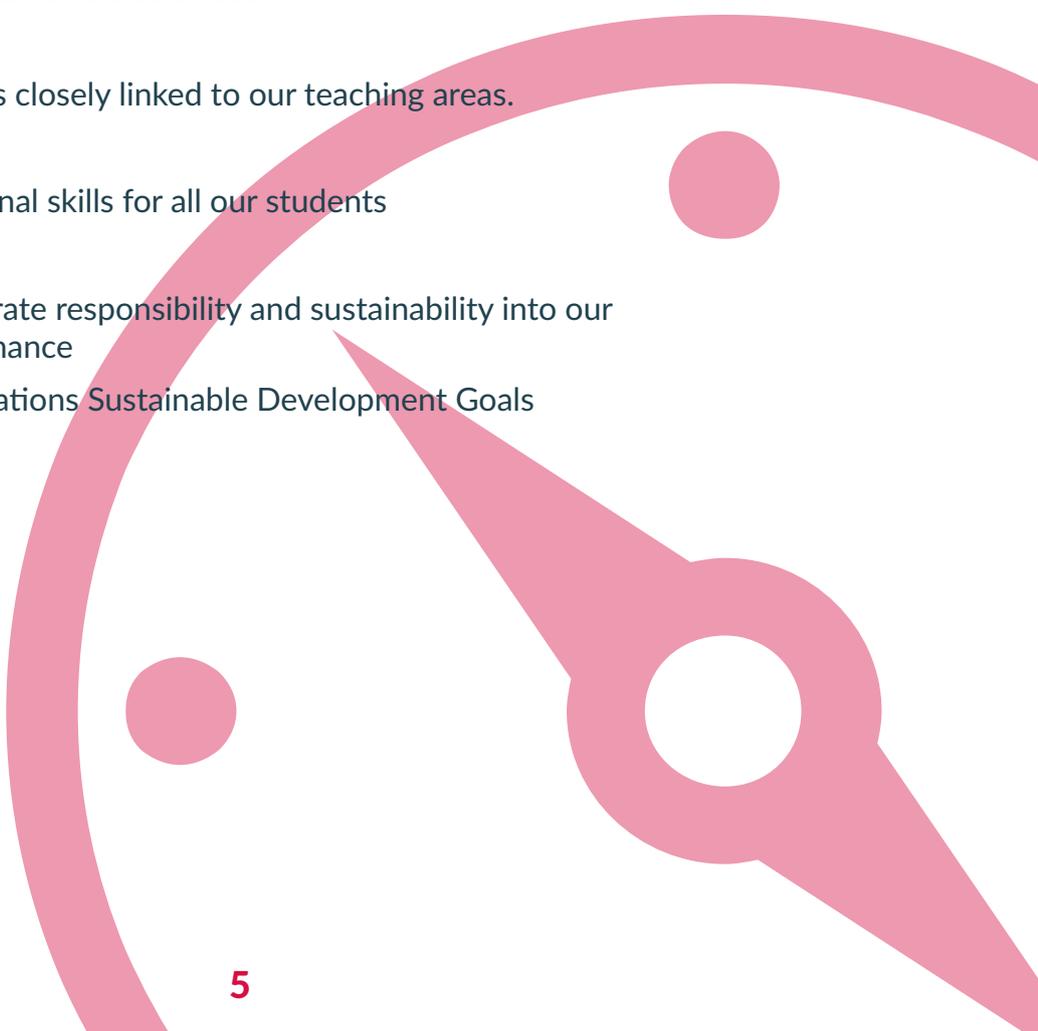


EPHEC University College has been aiming for 50 years to develop not only the students' technical skills but also their strong soft skills – creativity – cooperation – active listening – problem solving – decision making - in order to ensure a life-long employability.

## **Our values are:**

- Respect
- Humanism
- Equity
- Proactivity
- Accountability & Empowerment

## **Our pillars are:**

- A hands-on pedagogical approach
  - Collaboration, practice, professionalism and entrepreneurship are the essence
  - Strong links with the professional world
  - Work integrated learning is part of the curriculum.
  - Research & development
  - We conduct research which is closely linked to our teaching areas.
  - Globalization
  - We aim to develop international skills for all our students
  - Sustainable Development
  - Integrate the values of corporate responsibility and sustainability into our teaching, research and governance
  - Commitment to the United nations Sustainable Development Goals
- 

## EPHEC at a glance



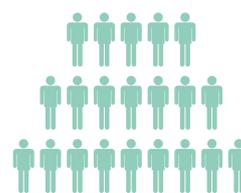
# 18.175

graduates



# 4

campuses



Member of  
different  
networks



# 320

staff members

**EPHEC:**  
practical and  
entrepreneurial  
teaching



# 175

international partners



# 650

partner companies



# 5000

students



# 9

Bachelor  
degrees

### Our Bachelor Degrees

Courses are taught in French and English in regular programmes and dedicated courses are taught in English for exchange students.

EPHEC organizes [degree programs in eight different fields](#) and in three different campuses:

- Bachelor Degree in International Trade (« Bachelier en Commerce Extérieur »)
- Bachelor Degree in Marketing (« Bachelier en Marketing »)
- Bachelor Degree in Accountancy Management (« Bachelier en Comptabilité Option Gestion »)
- Bachelor Degree in Law (« Bachelier en Droit »)
- Bachelor Degree in E-Business (« Bachelier en E-Business »)
- Bachelor Degree in Information Technology (Bachelier en Technologie de l'Informatique)
- Bachelor Degree in Automation (« Bachelier en Automatique »)
- Bachelor Degree in Electromechanics (« Bachelier en Electronique-Maintenance »)
- Specialization Bachelor Degree in Business Data Analysis

# CAMPUSES & STUDENT FACILITIES

EPHEC operates in three different campuses: Woluwe-Saint-Lambert, ISAT Schaerbeek and Louvain-la-Neuve. The main campus for incoming exchange students is the Ephec Woluwe campus as Erasmus modules are only taught there. For regular modules, it is possible to attend classes on other campuses upon request.

## EPHEC Woluwe

The main EPHEC building is situated in the Woluwe campus that belongs to the Université Catholique de Louvain (UCL). First opened in 1991, renovated and extended in 2013, there are now around 3000 daytime students taking their classes on this site.

The building is located in the district of Woluwe-Saint-Lambert and is situated next to several other educational institutions ranging from kindergartens to colleges of higher education as well as various research centers.

The easiest way to get to EPHEC Woluwe is by metro. The line number 1 (Gare de l'Ouest – Stockel) takes you from the city center directly to the campus. You can get off either at station Vandervelde or Alma.

If you want to get to Ephec from Brussels Airport, you can take bus n°659 operated by DE LIJN which takes you to Roodebeek metro station. Ask the driver for the stop called “Hof ter Musschen” which is 5-minute walk from EPHEC.

*EPHEC Woluwe's address: Avenue Konrad Adenauer 3 – 1200 BRUXELLES / tel: 32-2-772.65.75*

## EPHEC Louvain-la-Neuve

The EPHEC building in Louvain-la-Neuve is also situated in a campus belonging to the Université Catholique de Louvain. The city of Louvain-la-Neuve has an interesting history as it was entirely built to serve as a campus for the UCL. The construction of the campus first started in 1969 and the first inhabitants arrived in 1972.

EPHEC Louvain-la-Neuve is about 25 kilometers southeast from Brussels. The easiest way to reach the campus from Brussels is by train. The trains run frequently and the journey is about 50 minutes. The walking distance from the train station to EPHEC is 650 meters. The train stop is Louvain-La-Neuve Université.

There is a [special bus line \(E12\)](#) operated by the [TEC company](#) which connects the Alma campus (where EPHEC is located) and the Louvain-la-Neuve campus.

*EPHEC Louvain-la-Neuve's address: Avenue du Ciseau 15 – 1348 LOUVAIN-LA-NEUVE / tel: 32-10-47.53.90*

## ISAT Schaerbeek

The ISAT building in Schaerbeek, a district in Brussels, is the location for the technical departments of EPHEC. The departments became part of the institution in 1997 when EPHEC merged with ISAT and currently there are around 600 students, who are studying on technical-oriented bachelor degrees. The building is easy to reach by tram. The closest stop is Princ. Elisabeth for line 7, but for example Verboekhoven and Schaerbeek Gare stops are also close by.

*ISAT Schaerbeek's address: Boulevard Lambertmont 17 – 1030 BRUXELLES / tel: 32-2-242.37.80*

## Cafeteria/vending machines

The cafeteria is situated in the ground floor of the Woluwe building and is open daily during the lecture season but closes when the exam period begins. You can buy pasta, sandwiches, sweets and different drinks. There are also several vending machines located in the building with a selection of drinks and snacks. In addition, many third-party restaurants can be found nearby the campus. In addition to the cafeteria and vending machines, there are several nearby affordable restaurants.

## Study rooms

On the second floor of the building, students can find a number of rooms (242-254) targeted for a quiet study environment. Empty classrooms can also be used for study purposes.

## Auditoriums/Class rooms

There are 6 auditoriums and 60 classrooms available for use at EPHEC Woluwe with a total capacity of 3073 people. The classrooms have either a fixed or a mobile seating plan.

## Intranet

At EPHEC, students are invited to use our intranet systems, which will for example provide the students a platform for weekly timetables and an environment for virtual learning.

## Student association

During your stay in Belgium, EPHEC students or members of the student association (CHE2) and ESN will be available to give you assistance and support. They will help you understand the school system and discover various aspects of life in Belgium. You will get acquainted with some of the EPHEC tutors during your orientation days and you can also visit the student association room R08.

Sometimes the student association organizes activities and events during the academic year. For example, during the spring semester, they often organize a prom.

You will get more information on student associations during the welcome week (see further).

## EPHEC Sports

If you would like to practice your favorite sport(s) during your stay in Belgium, we recommend that you contact our Sports Coach at EPHEC, Mr. Emeric CLÉMENT (e.clement@ephec.be). He can be found at the reception at Woluwe campus. He regularly posts about EPHEC sport news/activities on [Instagram](#) and [Facebook](#). You can also visit [www.ephecsports.be](http://www.ephecsports.be) to check the schedule and other sport related information.

The **EPHEC sports** program offers you two main solutions:

1. The sport card "Play sport UCL" gives you access to a wide choice of sport activities in Brussels and Louvain-La-Neuve, for only €20. You can find the full program of activities, the application forms and instructions to get the sports card on the mentioned website.
2. Tailor made assistance for students who play a sport at a high level and wish to keep playing it during their stay in Belgium. Please send an e-mail to Mr. CLÉMENT (e.clement@ephec.be) with your expectations and he will give you the best possible solution.

## Student health care

For health matters, students can receive a medical consultation at Woluwe on Mondays from 12:45 PM to 01:45 PM. The room is situated on the ground floor in front of the Presse. In case of an emergency, urgent question or a request for an appointment, students can contact the UCL Health Center by phone 02/764 30 88.



# INTERNATIONALIZATION

For Ephec it is important to promote the development of individuals that can play an active and enterprising role in society throughout their careers, both at a local and at an international level.

## Erasmus and Erabel

EPHEC has participated actively in the development of the European Commission's Erasmus exchange program since 1989, and today the institution is happy to welcome students from over 100 different partner schools. Each year there are around 100 students, who spend a semester or an academic year studying in the institution.

What is the Erasmus program exactly? The Erasmus program is a European funding program established in 1987. It offers higher education students an opportunity to study or to do an internship abroad. With this program, students can spend from 2 months up to 12 months studying or doing an internship abroad.

Inspired by the undeniable success of the Erasmus program, the Erasmus Belgica program was created at the initiative of the foundation Prince Philippe in 2004. The aim is to give students in higher education the opportunity to complete a part of their studies at an institution

in another community of Belgium. The linguistic and cultural immersion allows students to open up their professional skills and develop a different mindset. It is possible for EPHEC students, during their third year, to stay a semester or a year in Antwerp, Bruges, Brussels, Gent, Kortrijk, Leuven and Mechelen.

## Center for International Relations

The EPHEC Center for International Relations is responsible for handling the institution's international relations as well as the administration of the incoming and outgoing student mobility. The office is situated in the Woluwe campus on the second floor at rooms B23, B24 & B26. Please find [here further information about the EPHEC Center for International Relations](#).

# STUDYING AT EPHEC

## *Your contact at EPHEC*

At EPHEC Woluwe campus, your main contact throughout your stay will be Mr. Frédéric SIMONIS (room B24), Incoming Mobility Officer from the Center for International Relations (see above).

If you are studying at our Louvain-La-Neuve campus, you will be duly informed about the person(s) of contact upon your arrival at EPHEC.

## Registration & Application process

### 1. Student nomination

To study at EPHEC, students have to be officially nominated by their home institution, which must have signed a student mobility agreement with EPHEC.

Nominations should be sent by the international Coordinator of our partner institution, to Mr Frédéric Simonis (f.simonis@ephec.be), together with the « Nomination form » duly completed.

The deadlines to be nominated are :

- 15 May for the Fall Semester (September - January)
- 15 November for the Spring Semester (February - June)

A confirmation will be sent with relevant information for the application procedure.

### 2. Online Registration and application documents

Once students have been duly nominated by their home institution, they have to **register online** and upload the requested **application documents** to complete their registration.

[ACCESS THE ONLINE REGISTRATION WEBSITE](#)

The **deadlines** to register online and upload the registration documents are:

- 1 June 2021 for the Fall Semester (September - January)
- 1 December 2021 for the Spring Semester (February - June)

The requested application documents to be uploaded online are:

- Letter of motivation in English (pdf)
- A CV in English (pdf)
- A passport photo (colour with solid background named as follows Last\_Name\_First\_Name.jpg)
- A copy of your passport or, failing that, a copy of your identity card
- A copy of your international health insurance
- if you are from a European Union member state, you do not need additional health insurance. You can apply for a «European Health Insurance Card» which simplifies the process for obtaining medical assistance abroad (for more information see 6. Health Insurance below)
- Proof of language skills
  - Courses in French (Regular programme): minimum B2 level as defined by the CEFR (Common European Framework of Reference for languages)
  - Courses in English:
    - minimum B2 level as defined by the CEFR (Common European Framework of Reference for languages)
    - IELTS 5.5
    - TOEFL 82

### 3. Learning Agreement

- If you are an ERASMUS+ student, request your Learning Agreement from your coordinator: you will need it in order to obtain an ERASMUS+ grant
- All other students: please return the EPHEC Course List

### 4. Letter of acceptance

Students will receive by e-mail an official letter of acceptance after full completion of the previous steps.

### 5. Visa

You do not need a visa if you are a citizen of one of the 28 countries of the European Union, Iceland, Liechtenstein, Monaco, Norway or Switzerland.

If you need to apply for a visa, you will join to the file you will give to the local Belgian embassy or consulate the Letter of Acceptance that will have been sent to you by our Center of International Relations. You will also have to prove your solvency. You can do this by filling in the form « the commitment that charge will be taken » (in French: Engagement de Prise en charge (Annexe 32); in Dutch: Verbintenis tot Tenlasteneming (Bijlage 32)), which is available at the Belgian Embassy or Consulate.

This must be completed and signed by, for example, your parents, relatives or your private sponsors who must avail of sufficient income. Belgian law requires that this person, your guarantor, must be able to show that he or she earns at least €1.190,27 a month plus € 150 per person who is legally dependent on him or her. Then, still in addition to this, your guarantor's income must avail of €666 per month for you. The Belgian Consulate or Embassy has the authority to require official proofs of your guarantor's income and to investigate this accordingly. It is recommended that you include these proofs already when you submit the form. In this document, your guarantors declare that they agree to shoulder the following costs: your

health expenses, your stay in Belgium, your studies, and your return to your home country, for at least one academic year. An option is also provided in the document for your guarantors to shoulder the costs for the entire duration of your studies in Belgium. The document must be legalised by the Belgian Consulate or Embassy. Please note that the amounts mentioned above are subject to increase per year according to the Belgium state's index calculations. In this regard, please verify with the Belgian Consulate or Embassy in your home country as to the current required amounts.

For more information, please visit the [website of the Foreigners Office](#).

For more general information about visa procedure, please visit [this website](#).

### 6. Health Insurance

In Belgium, students must be covered by health insurance. This insurance offers excellent cover for your medical or pharmaceutical costs or in the event of hospitalisation.

- Students from the **European Union, Switzerland, Norway or Liechtenstein** are covered by the social security system in their country of origin. Before leaving their country, they must obtain a European Health Insurance Card (EHIC). Students may also contract an insurance policy specifically covering their stay abroad from an insurance company of their choosing.
- Students from **countries outside the European Union** who are covered by healthcare insurance in their country of origin must liaise with their insurer to ascertain whether the company operates in Belgium within the context of international agreements. If this is not the case, students can take out an insurance policy covering their stay abroad from an insurance company of their choosing. Mutuelle insurance providers are legally authorised to insure foreign students for healthcare provision...

Please find information about the Health insurance companies:

- [CM website in English](#) and [here](#)
- [PARTENAMUT in this video](#)

Register with a health insurance agency. To find a nearby office, consult their websites:

- [Mutualites chrétiennes](#)
- [Mutualités socialistes](#)
- [Mutualités libres](#)
- [Mutualités neutres](#)
- [Mutualités libérales](#)
- [Caisse auxiliaire d'assurance maladie invalidité \(CAAMI\)](#)

# ACADEMIC CALENDAR

At EPHEC, the academic year is divided into two semesters: Fall semester and spring semester, each of them ending with final exams. The academic calendar changes every year but the fall semester is usually from mid-September to mid-January whereas the spring semester starts at the end of January and goes on until the end of June.

Holiday periods also vary from year to another but include Christmas, Carnaval and Easter holidays as well as some bank holidays. The students will receive a detailed academic calendar at the beginning of the semester.

## Provisional dates Autumn 2021-22:

- Welcome week: starts on Monday 6 September 2021
- Lessons: start on Monday 13 September 2021
- Exams : start on 3 January 2022
- Last day of the semester: end of January/beginning of February
- see more in the academic calendar you will receive

## Provisional dates Spring Semester 2021-22: 7 February 2022 – 30 June 2022

- Welcome Week: 31 January 2022 – 4 February 2022
- Mid-Term Break : 28 February 2022 – 4 March 2022
- Easter Break : 4 April 2022 – 18 April 2022
- Exams : 30 May 2022 – 17 June 2022
- Exam Resists 22 August 2022 – 2 September 2022
- Public Holidays : 1 May 2022, 26 May

# COURSE OFFER FOR EXCHANGE STUDENTS

## Course offer in French

Please see our [REGULAR COURSES](#).

## Course offer in English

We offer attractive exchange programmes for exchange students. Each of these programmes are worth **30 ECTS** and offer a real project to work on.

## FALL SEMESTER (SEPTEMBER - JANUARY)

### DIGITAL CUSTOMER EXPERIENCE (FALL)



DELIVERING ENHANCED CUSTOMER EXPERIENCE	5 ECTS
DIGITAL PLATFORM PROJECT	5 ECTS
BUILDING BUSINESS STRATEGIES AROUND SUSTAINABLE AND EFFECTIVE VALUE CHAIN	5 ECTS
RETHINKING THE CUSTOMER JOURNEY	5 ECTS
BUSINESS ENGLISH	5 ECTS
<i>ELECTIVE: SUPPLY CHAIN MANAGEMENT or DIGITAL MARKETING</i>	5 ECTS

INTEGRATED MARKETING COMMUNICATIONS	20 ECTS
• INTEGRATED MARKETING COMMUNICATIONS	-
• BUSINESS ENGLISH	-
• BUSINESS DUTCH or GERMAN or SPANISH	-
CROSS CULTURAL BUSINESS MANAGEMENT	5 ECTS
BUSINESS CASE STUDIES ANALYSIS	5 ECTS
A minimum level of A2 in German or Spanish or B2 level in Dutch is required.	!

### (FALL) MARKETING COMMUNICATIONS



## INTERNATIONAL BUSINESS MANAGEMENT (FALL)



STRATEGIC MANAGEMENT	5 ECTS
SALES AND NEGOCIATION TECHNIQUES	5 ECTS
CROSS CULTURAL BUSINESS MANAGEMENT	5 ECTS
INTERNATIONAL CASE STUDIES ANALYSIS	5 ECTS
COST MANAGEMENT	5 ECTS
INTERNATIONAL BUSINESS CONSULTING PROJECT	5 ECTS

DESIGN THINKING AND CREATIVE THINKING	5 ECTS
TRENDWATCHING	5 ECTS
ENTREPRENEURIAL PROJECT	5 ECTS
COST MANAGEMENT	5 ECTS
CORPORATE SOCIAL RESPONSIBILITY AND BUSINESS ETHICS	5 ECTS
SOFT SKILLS DEVELOPMENT	5 ECTS

## (FALL) INNOVATIVE AND SUSTAINABLE ENTREPRENEURSHIP



## GLOBAL SUPPLY CHAIN MANAGEMENT (FALL)



GLOBAL SUPPLY CHAIN MANAGEMENT	15 ECTS
• GLOBAL SUPPLY CHAIN STRATEGY AND FINANCE	-
• GLOBAL SUPPLY CHAIN PROCESSES	-
• GLOBAL CORPORATE COMMUNICATION	-
INTERNATIONAL BUSINESS & ECONOMICS	5 ECTS
• INTERNATIONAL BUSINESS AND ECONOMICS	-
• INTERNATIONAL MARKETS	-
CROSS CULTURAL BUSINESS MANAGEMENT	5 ECTS
BUSINESS CASE STUDIES ANALYSIS	5 ECTS

## (FALL) EUROPEAN PUBLIC AFFAIRS & BUSINESS LOBBYING



EUROPEAN PUBLIC AFFAIRS & BUSINESS LOBBYING	15 ECTS
• EU INSTITUTIONAL DECISION MAKING PROCESS BUSINESS	-
• DOING BUSINESS IN THE EU & INNOVATION	-
• BUSINESS ENGLISH	-
EUROPEAN BUSINESS LAW	5 ECTS
EUROPEAN PUBLIC FINANCE	5 ECTS
CROSS CULTURAL BUSINESS MANAGEMENT	5 ECTS

## SPRING SEMESTER (FEBRUARY - JUNE)

SALES AND NEGOTIATION TECHNIQUES IN A DIVERSE ENVIRONMENT	5 ECTS
BUSINESS ENGLISH SKILLS	5 ECTS
CORPORATE SOCIAL RESPONSIBILITY AND BUSINESS ETHICS	5 ECTS
INTERNATIONAL STRATEGY EXECUTION	5 ECTS
INTERNATIONAL PROJECT WEEK	5 ECTS
STRATEGIC MANAGEMENT	5 ECTS

## WORKING WORLD WIDE (SPRING)



## (SPRING) EUROPEAN AFFAIRS, BUSINESS AND ECONOMICS



EUROPEAN INSTITUTIONS	5 ECTS
NETWORKING AND LOBBYING IN BRUSSELS	5 ECTS
CROSS CULTURAL BUSINESS MANAGEMENT	5 ECTS
INTERNATIONAL PROJECT WEEK	5 ECTS
SOFT SKILLS DEVELOPMENT	5 ECTS
<i>ELECTIVE</i> : INTERNATIONAL MARKETING or EUROPEAN BUSINESS AND ECONOMICS	5 ECTS

# GLOBAL SUSTAINABLE MANAGEMENT (SPRING)



FOUNDATIONS AND REGULATIONS OF SUSTAINABLE DEVELOPMENT	5 ECTS
SUSTAINABLE TRADE	5 ECTS
FINANCE AND TAXATION	5 ECTS
EUROPEAN PROJECT AND MANAGEMENT SKILLS	15 ECTS
<ul style="list-style-type: none"> <li>• EUROPEAN PROJECT</li> </ul>	-
<ul style="list-style-type: none"> <li>• MANAGEMENT SKILLS (LEADERSHIP AND CHANGE MANAGEMENT)</li> </ul>	-

## Prerequisites & proof of language skills

In order to study at EPHEC, a very good command of English (European level: minimum B2) is requested. For the French programs, a good command of both written and spoken French language is recommended. It is possible to take a course of "French as a foreign language" on a A1-A2 level during the fall semester.

- Courses in French (Regular programme): minimum B2 level as defined by the CEFR (Common European Framework of Reference for languages)
- Courses in English: minimum B2 level as defined by the CEFR (Common European Framework of Reference for languages), IELTS 5.5, TOEFL 82

Please refer to the dedicated website section « [Course offer](#) ».

# YOUR EXPERIENCE AT EPHEC

The Ephec's International Relations Office is committed to supporting you throughout your mobility experience from the moment of your nomination until your return home. Our wish is that this experience will be unforgettable.

## 1. Before your arrival Live Chat for Exchange Students

We are available from the moment of your nomination every Wednesday through our «Live Chat for Exchange students». Do you have any questions about your mobility, your arrival in Brussels, your accommodation, your courses,...? Then chat with us.

*When?* Every Wednesday from 10:30 AM until 11:30 AM (CET)

*How?* Through Teams

*Contact person?* Frédéric Simonis at [f.simonis@ephec.be](mailto:f.simonis@ephec.be) +32.2.775.97.75

## 2. Welcoming and «welcome week» to start your experience at EPHEC

The first persons who will welcome you and help you to manage your study stay in Brussels are the persons working at the Center for International Relations.

A Welcome Week is organized the week before the start of each semester to ensure that you get acquainted with our institution and our pedagogical system. This week is also an opportunity to meet other exchange students and to make friends.

Due to the current sanitary situation, the last welcome week (January 2021) was organized virtually. We welcomed 55 students the best possible way and they enjoyed it! Please discover that nice moment [here](#).

You will be asked to send us a short video

presenting yourself (max 2 minutes) – home country, town, institution, reason for choosing EPHEC for the exchange experience before the start of the Welcome Week.

## 3. Get help with French

EPHEC University College is a French speaking, multicultural University College. Even though some courses are taught partially or entirely in English, the student environment remains primarily French. Studying at EPHEC provides a fantastic opportunity to get to know French in the international atmosphere of Europe's capital.

We offer French language courses during the academic year to students who have a A1 or A2 level as defined by the CEFR (Common European Framework of Reference for languages). Students who have at least a B2 level may take French Communication classes which are taught in the regular programmes.

*Interested?* Contact Mr Frédéric Simonis at [f.simonis@ephec.be](mailto:f.simonis@ephec.be). Your level will be tested enabling us to register you in the group best adapted for your level.

## 4. You are a student with disabilities?

If you are a student with disabilities, please contact Mr Frédéric Simonis at [f.simonis@ephec.be](mailto:f.simonis@ephec.be). We will be very happy to host you and to put in place the necessary assistance in order to guarantee that your student exchange in Brussels takes place in the best possible conditions.

## 5. Meet the local students' council

During the welcome week, our local students council will introduce their activities and how they can help you during your semester at EPHEC on practical issues such as open a bank account, buy a mobile phone card, where to [play sport](#), etc.

Students can also join [ESN Brussels/Saint Louis/Ephec](#), a student organisation that organizes activities throughout the year.

# TEACHING METHODS

Teaching is entrusted to associate lecturers occupying prominent positions in various companies and major sectors of activity (about 40% of the staff) and to permanent lecturers often with previous business experience (more than 60% of the staff). Both groups cooperate to make sure their training is practical and quickly operational.

Throughout their studies students are encouraged to see the links between theory and practice thanks to practical assignments (sometimes

commissioned by companies), on-site visits and presentations by expert guest lecturers. Students are requested to use foreign languages for many integrated activities or when working on joint projects with our partner schools.

The contents and learning outcomes of courses are constantly adapted and the course offer is regularly modified to comply with the requirements of the labor market and the expectations of the business world.

# ASSESSMENTS, EXAMS & RETAKES

Assessments can take various forms but mainly include continuous assessment and examinations. Continuous assessment comprises regular tests in class (usually announced beforehand and covering a well-determined subject), individual or group presentations, homework, projects and seminar work.

For some courses (including languages), assessment can be comprised of regular course work only, so do not miss regular assignments (individual or in-group). The relative weighting (course work/exam) differs from one course module to another and is indicated in the respective course offer.

Interaction between lecturer and students and between students themselves is a key concept in our system of tuition. Students are requested to attend classes and to actively participate in class work. It is important to justify any absence with the lecturer and the student coordinator in order not to lose marks. Lecturers can organize their own assessment system and follow an individual planning provided and presented in the course descriptor in the ECTS guide.

Exams at EPHEC will take place at the end of the semester. An exam can be written and/or oral and takes place on a fixed date. An exam date cannot be arranged by appointment with a teacher. Each

department determines the exam calendar and a final individual schedule will be made available on E-perso.

You should not leave Belgium before the date of your last exam except in case of absolute necessity and after informing the International Office. You would otherwise lose your chance to take the exam.

## GRADING SYSTEM

The grading system in Belgium consists of marks from 0 (very bad) to 20 (excellent).

The final assessment of a teaching unit is expressed in the form of a mark between 0 and 20, the pass mark for acquiring the associated credits being 10/20. Credits are acquired definitively.

Any final mark for a teaching unit or learning activity will be mathematically rounded to half a unit.

A mark obtained in the following brackets will correspond to a performance of the quality indicated. Additionally, reports are issued for guest students in accordance with the ECTS credit system (A, B, C, D, E, FX or F).

EPHEC MARK	ECTS GRADE	Skills
18/20 +	A	Outstanding
17/20-17.9/20	A	Excellent
15/20-16.9/20	B	Very good
14/20-15/20	C	Good
12/20-13.9/20	D	Fairly good
11/20-11.9/20	E	Sufficient/fair
10/20-10.9/20	E	Pass mark
8/20-9.9/20	F	Poor
UNDER 8/20	FX	Very poor

A detailed report or "Transcript of Records" indicating your final marks and grades both in the Belgian and ECTS grading scale will be sent to you and to your home institution coordinator at the end of the semester.

Retakes (2nd chance exam or assignment) are organized at the end of August/beginning of September. Students who wish to represent a learning activity during Exam resits must register no later than 08 August 2021 via their ePerso.



# TESTIMONIALS

*Please have a look at some testimonials from our previous exchange students.*

“I came here to study Law, but in the end, most of my courses were chosen from other fields, but from my point of view, it was a great opportunity and a challenge to study something else. So, yes, definitely, it’s a good thing the courses program is so large and students (Erasmus, at least) are free to choose whatever they want!”

“Since I’ve never had a course concerning the “Supply Chain” I didn’t know what to expect. But in retrospect I’m really satisfied with this choice, as I got to know a field that I became interested in and I would consider a career in this branch. Also, the other courses were interesting.”

“I would recommend EPHEC to future students because of the courses they offer - they are different from the ones offered at home.”

# FREQUENTLY ASKED QUESTIONS

## How are the weekly course timetables?

At EPHEC, the course timetables are divided into six periods with a lunch break in between. The first lessons of the day start at 8:30 AM and the last ones finish at 6:00 PM. One lesson period is 75 minutes.

## Is there a lot of group work?

Because of EPHEC's practical pedagogical approach, there is a lot of group work to be done. Students are for example asked to work together in order to provide written reports and oral presentations.

## Is there a parking lot for students?

The parking lot is only reserved for second- and

third-year students.

## Is there an Internet access?

A computer room with internet access is available for students during the day. Wi-Fi connections are also provided.

## Are there any course books?

In most of the "Erasmus modules", you will receive them directly from your lecturer, or material will be posted on Moodle.

In « regular modules », you will receive a list from which you have to tick V the books you need (according to the information received from the lecturers). These books can be bought directly at the shop 'CIACO', located on the campus.

## LIVING IN BRUSSELS

Have a look at [Brussels life](#) to see what Brussels has to offer or watch [short videos](#) about the city. Other websites : [Agenda Brussels](#) or [My Erasmus in Brussels](#)

Brussels is a very multicultural city and has a lot to offer for everyone. Please read this chapter to find out more about living in the city.

Brussels is divided into 19 communal regions with each having their own local authorities and administrative services. In the map below, you can see the names of the communes, the postal codes and the location. EPHEC Woluwe campus is situated in the commune of Woluwe-Saint-Lambert.

See more information about the communes: <https://be.brussels/about-the-region/the-communes-of-the-region>

## Safety

All in all, Brussels is considered a safe city with a safety score of 60%. Yet students are encouraged to be aware of their surroundings at all times and to take proper precautions, such as locking the door of your room and/or apartment whenever you are out.

We recommend making a copy of your passport, residence permit and any other important documents to keep at your residence in case you need it. You may also want to give a copy of these

documents to a family member.

You should also make a note of the number of your country's embassy in Belgium. If your country operates a travel alert notification system, you may also want to enroll in that. You can find the complete list of foreign embassies and consulates located in Belgium [here](#).

Always make sure to lock up your bicycle when you leave it outside and, if your bike has a serial number, take a photo of it in case you need to make a police report.

If an incident occurs off campus, call the emergency or police services right away using the appropriate phone number below.

- Medical emergencies and fire department: 100
- Police: 101
- Pan-European emergency number: 112
- Red Cross ambulance (not urgent): 105
- Anti-Poison Centre: 070 245 245
- Card Stop (service to block lost or stolen bank cards): 070 344 344

## Money matters

The euro is the currency used in Belgium but also in the majority of EU countries. You are encouraged to convert currency at a local currency exchange office or at a bank in Belgium once you arrive. Traveler's checks are not widely accepted, and currency exchange booths at the airport will not provide a competitive exchange rate.

A good option is to withdraw money from your bank account at an ATM in the airport when you arrive in Brussels.

Bills circulate in denominations of 5, 10, 20, 50, 100, 200 and 500 Euros. Coins circulate in 1 and 2 euros, and 1, 2, 5, 10, 20, and 50-euro cents.

Commonly accepted credit cards are Visa, MasterCard, Diners Club and American Express. These cards can also be used in cash machines like 'Bancontact' or 'Mister Cash'.

On campus, you can pay with cash or with a debit/credit card.

## Housing

Detailed information about [Accommodation & Living Expenses can be found here](#).

EPHEC does not own student dormitories, residence or flats.

So you will need to find accommodation in the private sector: rented flats, sharing a room with families or other students.

However, there is a student residence located near by EPHEC (5-10 minutes walk): [XIOR RESIDENCE ALMA](#). Please contact them or ask the EPHEC International Office for any further information

Compared to European standards, the cost of living in Belgium is generally quite high but of course, it is also greatly affected by your lifestyle. Brussels as the capital of Belgium is one of the most expensive areas in the country and accommodation costs will be the highest expenses on your budget. The costs for accommodation vary greatly depending on the size and quality of the place, the neighborhood and its distance to downtown. For example, neighborhoods of Ixelles, Uccle and Woluwe-Saint-Pierre are among the most expensive ones. For details, check [this article](#) and this [website](#).

### Important advice:

Please note that the housing situation in Brussels is difficult and it takes some time and effort to secure your accommodation. We therefore invite you to start your research as soon as possible when your Erasmus nomination has been confirmed.

### Examples of costs

Please visit the website of Expatistan to see some examples of average costs:

<https://www.expatisitan.com/cost-of-living/brussels>

Please check also this website, which allows you to compare the costs of Brussels with your home city and country: <https://www.numbeo.com/cost-of-living/in/Brussels>

### Visa & administrative procedures

As mentioned above, you do not need a visa if you are a citizen of one of the 28 countries of the European Union, Iceland, Liechtenstein, Monaco, Norway or Switzerland.

Within 8 days of arrival, international students must report to the municipal administration of their place of residence in Belgium and apply for a residence permit. You cannot start this procedure until you have completed your registration with EPHEC.



### Police visit

After you have registered at the town hall, your local police officer will visit your (Belgian) address to check whether you actually live there. Make sure that you clearly put your name on your doorbell or letterbox. If you are not at home at the time of the officer's visit, you will receive a letter inviting you to report to the police station in your district. Make sure you do this as soon as possible in order to avoid misunderstandings or future administrative problems.

### Residence permit

- The card you receive after registering at the town hall is your official residence permit. It also acts as your identity card in Belgium. This is an important document, and you are obliged to carry it with you at all times. Make sure you also keep the letter you will receive with your card's PIN/PUK codes because you will need this for retrieving your identity card/residence permit and for future official use of the card.
- If you lose your residence permit, you will need to report this to the local police station, sign an official declaration of loss and provide two passport photos. After an investigation by the police, you will receive a duplicate of your residence permit.

- Every time you change your address, you must report your new address within 8 days to the city hall of your place of residence. If you move to another town or city in Belgium, you must report to the city hall in your new place of residence.

For more information, please visit the [website of the Foreigners Office](#).

For more general information about visa procedure, please visit [this website](#).

## Climate

The climate in Belgium is oceanic (maritime) meaning that there are relatively narrow annual temperature ranges and few extreme temperatures. The average temperature in January is 3 °C and 18 °C in July and with each season there is a significant amount of rain. Even though winters are usually cool and summers comfortably warm, the temperatures might occasionally be as low as -16 °C in the winter and 30 °C in the summer.

## Public transport

Public transport in Brussels is very affordable especially for students. We at EPHEC will provide you a student certificate that will allow you to buy a student STIB pass (only available for students aged 18 to 24). With the STIB pass you can use trams, buses and metros in the transportation network of Brussels capital region.

See more about the STIB electronic pass here: <http://www.stib-mivb.be/article.html?guid=003e3783-1d83-3410-eab3-ce6aa344e8e2&l=en>

A single JUMP ticket (valid 1 hour) costs more or less 2,10€ (or 2,50€ if bought from driver) – prices might change every year.

Travelling in Belgium by train is easy and prices are attractive for young people. The major railway stations in Brussels are Bruxelles-Midi, Bruxelles-Central and Bruxelles-Nord. Sometimes new arrivals can confuse Brussels Central with Bruxelles Midi (Brussels South in English), so be careful!

The railway system is run by the Belgian National Railways (NMBS in Flanders, SNCB in Wallonia). Your best option to explore Belgium by train is the Go Pass 10 (for people under the age of 26). The pass costs 53,00€ and allows you to make 10 trips between any two Belgian stations (regardless of the distance). The weekend tickets and Go Pass 1 tickets are also good options. You can check train schedules as well as prices on [this website](#) or download the app.

Around Brussels, you can also find city bikes from Villo! Those are available for rent. You can pick up a bike in one station and return it to another at any time of the day since the service is available 24/7. Learn more about the city bikes here: <https://www.villo.be/home>

Scooter sharing services are also at disposal: <https://scootysharing.be/>

## Medical services

The Belgian healthcare system is divided into public and private sector and is known for having a great and fast accessibility to healthcare services compared to other European countries.

If you have a health-related problem, it is better to see a general practitioner first, rather than going straight to the hospital. General practitioners are easier to reach and cheaper than the hospital's emergency room. If the general practitioner cannot solve the problem, he or she will refer you to a specialist.

Doctors (either general practitioners (GP) or specialists) usually work with appointment systems, although walk-in consultations can be found.

The largest hospital in Brussels, [Saint Luc](#), is located on the same campus as EPHEC Woluwe (Metro Line 1 – Alma Station).

Please visit their international website: <https://www.saintluc.be/en/international-patients.php>

For urgent health issues, you can go to emergency outpatients.

## Mobile phone

The main mobile network operators in Belgium are Proximus, Orange and BASE. They all offer prepaid cards, subscriptions and different package options.

Since 2017, EU citizens don't pay additional charges to use their mobile phone. Click [here](#) for more information about roaming in the EU.

**Make sure you give us your cell phone number as soon as you can.**

## Opening & closing a bank account

A bank account can only be opened after your arrival in Belgium. The procedure for opening a bank account may vary from bank to bank. Payment by bank transfer is very common in Belgium.

If you are not an EEA citizen, the following might be needed to open a bank account:

- Passport or other official ID
- Proof of registration at EPHEC
- Rental agreement
- Proof of address either in your home country or in Belgium

Important: you will need to register your bank account with your residence permit within three months of opening the account.

Whether you are an exchange student or a full degree student, make sure to close your Belgian bank account before you leave the country for good. It can be very difficult and sometimes costly to close your account remotely.

## Leisure time

Brussels has always something happening. For example, for the friends of music, there are generally quite many free outdoor events and festivals. Please have a look at the websites of [visitBrussels](#) and [agenda.brussels](#) for more information on events, concerts, exhibitions and attractions in Brussels.

If you want to visit museums, quite many of them are free on the first Wednesday and the first Sunday of the month. See a list of the free museums here: <https://www.brusselmuseums.be/en/faq?id=6>

For nightlife, in Brussels you can find numerous pubs that stay open till the early hours and have a free entrance. For nightclubs, the entrance cost is on average 10 euros.

Also check <https://www.brussellife.be/en> to read articles and to get more information about leisure time activities in Brussels.



# SURVIVAL FRENCH

Please see below some basic French sentences to help you interact with the locals:

- Bonjour. Hello.
- Bonsoir. Good evening.
- Bonne nuit. Good night
- Oui. Yes. / Non. No.
- S'il vous plaît. Please.
- Merci. Thank you.
- Excusez-moi. Excuse me.
- Je suis désolé(e). I am sorry.
- Parlez-vous anglais ? Do you speak English?
- Je ne parle qu'un petit peu de français. I only speak a little French.
- Comment vous appelez-vous ? What is your name?
- Je m'appelle Florence. My name is Florence.
- Comment allez-vous ? How are you?
- Est-ce que tout va bien ? How have you been?
- Je vais bien, merci. I'm good, thank you.
- Excusez-moi, où est \_\_ ? Excuse me, where is \_\_\_? Je dois aller à \_\_\_\_. I need to go to\_\_\_.
- Je ne comprends pas. I don't understand.
- Qu'avez-vous dit ? What did you say?
- Pouvez-vous parler plus lentement ? Could you speak more slowly?

## TIPS FROM PREVIOUS STUDENTS

### *Accommodation & life in Brussels*

#### **Sara from Finland, Commune: Ixelles**

It's easier to find accommodation if you start looking earlier but there is no reason to panic if you are a bit late. There are plenty of offers especially on Facebook but you should keep looking daily, because the offers come and go very quickly.

I lived in the commune of Ixelles near the cemetery. The area is student friendly and there are lots of bars and restaurants around. I lived in an accommodation from a student housing company Jeronimmo. They have many houses in the area that are targeted especially for exchange students and interns. Not the cleanest place on Earth, and not everything always works, but if you want to have many people around you, then I would suggest it.

### **Oana from Romania, Commune: Bruxelles**

When looking for accommodation in Brussels, try to find other people from your home country who are also going there. That way you can share an apartment and it's cheaper. I suggest on joining many different Facebook groups for the offers. I lived with other Romanian girls in the city center of Brussels, where everything is close by.

### **Michelle from Austria, Commune: Etterbeek**

Finding accommodation was pretty simple for me because I received a list of recommendations from my home university. Through those contacts, I was able to find a room in Etterbeek, a little bit south from the Montgomery station. I found the commune of Etterbeek quite divided, as half of it is quite posh and the other part not so much. The area for me was quiet and calm with lots of old people, families, schools and no bars.

In Brussels in general, it is quite expensive and the prices for accommodation depend on your criteria and the area you want to live in. I would suggest on looking up some blogs of people who live/have lived in Brussels, to get an idea how it is like in there.

### **Elena from Moldova, Commune: Bruxelles**

I lived in the commune of Brussels near the Atomium, so I had a great view from my place. I found the area really good, clean and quiet. For finding accommodation, I would suggest joining different Facebook groups by country, for example "Moldovian people in Brussels". Also, beware of the housing scams out there and never send your ID information beforehand.

### **Leyla from Mexico, Commune: Watermael-Boitsfort, Woluwe-Saint-Pierre**

I lived in two different communes during my stay in Brussels: first in Watermael-Boitsfort and then in Woluwe-Saint-Pierre. I found both of the communes silent and calm. The people living there are mostly families and older people. There are many shops but they are maybe not the cheapest ones. I had good access to public transport but the places were quite far away. Because of that, it takes a lot of time to get around.

I would advise to really think about your needs and try to find a place that matches them. For example, are you just looking for the cheapest option, do you want a furnished or unfurnished place, are you willing to live with a family or other students or do you want to have your own place etc.? The cheapest places I found were for 300 €. Also, if you want to save money on food expenses, you can check out "food outlets" where they give out expired or faulty products for cheap. One that I went to was in ULB on Saturdays.

### **Evgeny from Russia, Commune: Schaerbeek**

When I was looking for accommodation in Brussels, I contacted all my friends in Europe to see if they knew a place. I didn't reserve anything beforehand and waited to come to Brussels to see the places myself. I checked several places and finally found a room in Schaerbeek.

Schaerbeek is a huge commune and there are good parts and not so good parts to the area. For example, areas near Parc Josaphat are nice but the areas west from Botanique can be a bit sketchy. Overall, I found the area international and there are for example a lot of Turkish people and also you can find cheap food there. Try out the 3 euros kebabs!

Anyway, my suggestion on looking for accommodation is to contact the previous guest students at EPHEC. That's what I would do if I needed to look for a place in Brussels again.

### **Niels from The Netherlands, Commune: Woluwe-Saint-Pierre**

I lived in a shared accommodation in the commune of Woluwe-Saint-Pierre and cycled to school. Because I had a bike, the travel to school was okay but otherwise the connections to get around weren't that great. The people who live in the area of Woluwe-Saint-Pierre are mostly older people. Also, I found it quite expensive and for example there were no cheap grocery stores nearby.

### **Sigrid & Carlijn from The Netherlands, Commune: Bruxelles**

We found our accommodation through Spotahome and we would recommend it to others as well. The rooms in general are clean and well-furnished and with the website you can easily see what the place is going to be like. We lived in the city center near Sainte-Catherine metro. We think it's the best part of the city, very local and close to Grand Place. Also, we really enjoyed the view from our place.

For expenses in Brussels, we would say that you have to know where to go. For example, for going out, there are cheap (e.g. Celtica) and expensive places in the city center. For public transport, the student STIB pass is really good and go for Uber instead of a taxi. When travelling by a train, take advantage of the weekend ticket prices.

### **Máté from Hungary, Commune: Bruxelles**

I lived in a student housing from Brik and found it from the Internet. My house was the Van Orley house near Botanique and I lived in a shared room, but single rooms are available as well. Brik is usually for Flemish students but others can apply as well if there is room. It all depends on demand. Overall, I liked the place and would recommend it.

About the commune... I think it's pretty nice because everything is close by and there are several metro lines to get around. City center 2 is a good place to go shopping and the nearby Schaerbeek butchers are amazing places to buy meat.

### **Juan from Spain, Commune: Ixelles**

I lived in a student house in Ixelles and found my accommodation on the Internet. The place was big and only on my floor there were 11 other students. I like the area of Ixelles because it has a lot of bars and students. I lived off the main street so it wasn't that noisy either.

# CHECKLIST FOR YOUR EXCHANGE

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## BEFORE YOUR ARRIVAL

- Make sure you are [officially nominated](#) by your home institution and accepted by EPHEC
- Make sure you are duly [registered online and have uploaded the application documents](#)
- Check with your local Belgian embassy if you require any specific document
- Don't forget your passport (or visa if needed) and bring a few passport-sized pictures which will be useful for various purposes, including a transport pass
- Make sure that you have sufficient insurance coverage
- Arrange accommodation or temporary place to stay

## UPON ARRIVAL

- Inform us of the date of your arrival
- Confirm your enrolment with EPHEC
- Request an enrolment certificate, which is necessary to obtain your residence permit and report within the 8 working days following your arrival to the communal authorities of your place of residence
- Attend the welcome meeting and other orientation activities
- Give us your Belgian cell phone number as soon as you get it
- Prepare your Learning Agreement with the most updated course program if necessary
- Start using your personal eperso (intranet platform) account

## BEFORE LEAVING

- If needed, prepare the Confirmation of Stay/" Certificate of Departure" (not compulsory)
- Complete the Satisfaction/evaluation survey (which you will receive in due time)
- Say "Goodbye" to the Center for International Relations

## Contact

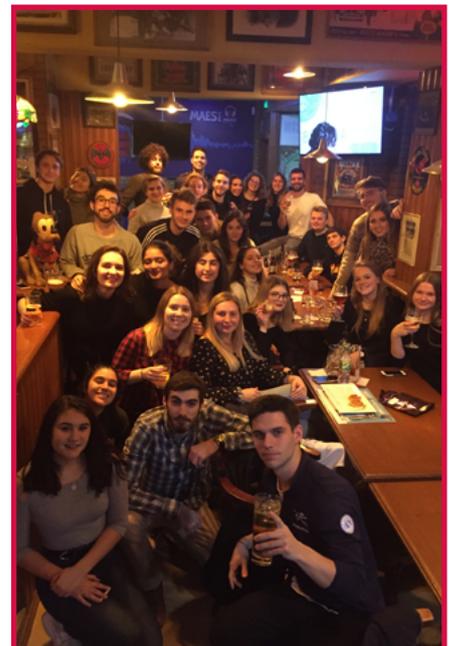
Frédéric Simonis: [f.simonis@ephec.be](mailto:f.simonis@ephec.be)

# A PREVIEW OF YOUR EXPERIENCE...

*Want to see a bit more? Have a look at pictures from previous years!*



**A Welcome Week is organised at the beginning of each semester**





Visits, social activities, etc. are planned





### Mini-Europe

It is a miniature park, located at the foot of the Atomium. It has reproductions of monuments in the European Union on display, at a scale of 1:25!





We already wish an excellent stay in Brussels and at EPHEC!



*Traveling is about  
discovering others. And  
the first stranger to  
discover is you.*

Oliver Föllmi