



# EPHEC INTERNATIONAL STUDENT GUIDE



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## 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.

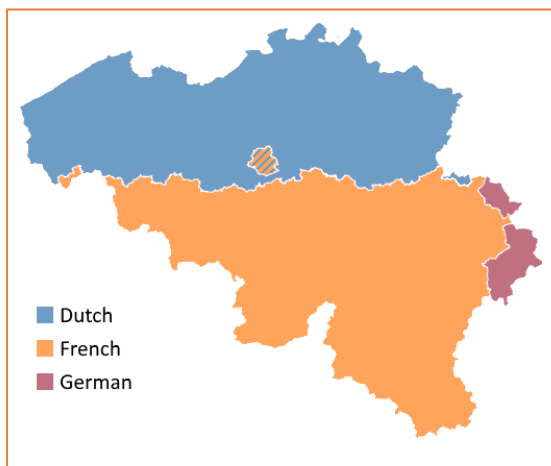
The EPHEC International Office Team




## 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 and 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 1,830,000 habitants. In addition to the Belgian people, many

<b>Population (2016)</b>	11,250,585
<b>Area</b>	30,528 km <sup>2</sup>
<b>Currency</b>	Euro (€)
<b>Languages</b>	French, Dutch, German
<b>Flag</b>	

different nationalities are presented 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.



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 centre of the Union. There are more than 1,100 international agencies (including NATO) based or represented in Brussels, which plays host to over 150 embassies along with some 600 international press agencies.

Culturally there are multiple aspects the Belgians are proud of and one them is comics. There are several authors and cartoonist 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 singer and songwriter 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 beer. There are over 1100 varieties of beer being produced in Belgium. So why not grab a pint at a local bar and watch some football, the number one sports in the country. Don't forget to explore the famous attractions of Brussels; Manneken Pis, the Grand Place, Atomium and many other places as well as

visit beautiful Belgian cities such as Ghent, Bruges and Antwerp.

**Enjoy your stay in Belgium!**





## HAUTE ECOLE EPHEC

**EPHEC** (Ecole Pratique des Hautes Etudes Commerciales) was founded in 1969 by professionals, who wanted to offer practical education to junior line executives. In 1997 **EPHEC** merged with the ISAT Technical school in North Brussels to form the new **EPHEC** University College, a model close e.g. to the German “Fachhochschule”.

The institution is a higher non-university education institution and organises 3-year professional Bachelor Degrees (full-time) in: Marketing, International Trade, Accounting, Law, E-Business, Information Technology, Automation and Electromechanics. In total more than 4000 students are attending these various degree programmes.

Besides, **EPHEC** also offers various adult education programmes (evening courses) in Marketing Management, Insurance, Accounting, Personnel administration and Taxation. The institution operates in three

<b>Day students</b>	4300
<b>Yearly intake</b>	approx. 1400
<b>Nationalities present</b>	40+
<b>Staff members</b>	250+
<b>EPHEC graduates</b>	12 500+

different campuses form, which two are located in Brussels, and one in Louvain-la-Neuve. Please read the section “Campuses” to learn more about the places where we operate.

The pedagogical approach at **EPHEC** is based on the values of our institution, the founding principles of our teaching, our educational positioning and the fostering of entrepreneurship. We for example focus on the practical contents of education, involve a “hand-on” approach in the learning process, promote the development of social life skills and aim for the immediate employability in the labour market.



## Degree programmes

As mentioned earlier, **EPHEC** organises degree programmes in eight different fields and in three different campuses. In this chapter, the programmes are introduced briefly.

### Bachelor Degree in International Trade (« Bachelor en Commerce Extérieur »)

The bachelor in International Trade contributes to national and international sustainable business development through the marketing of good and/or services within foreign markets and buying optimization in the context of globalization.

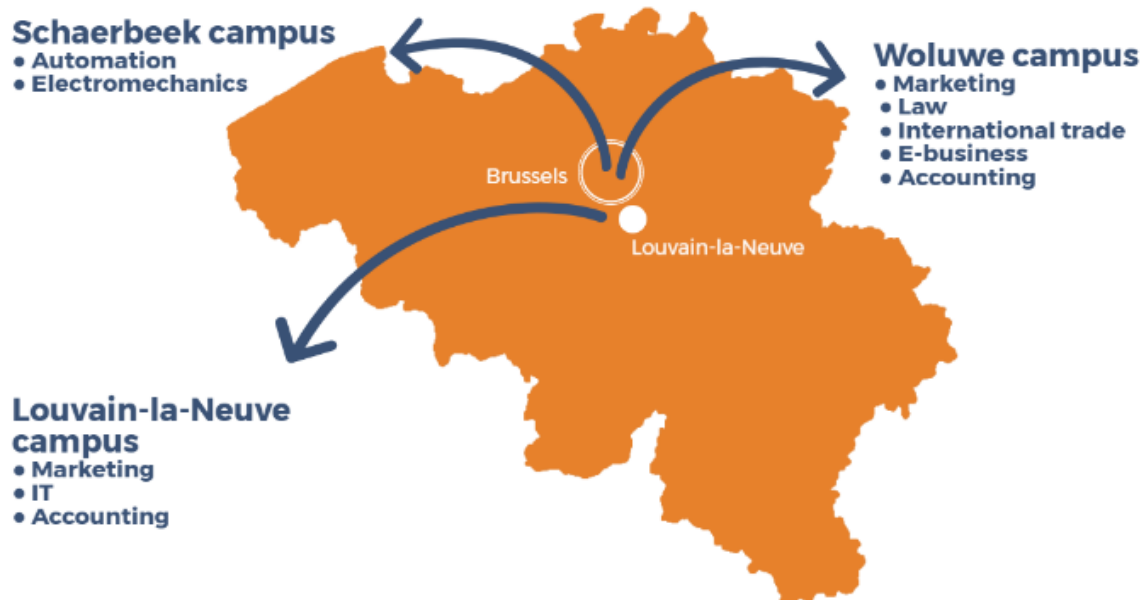
In the fall semester of the third year, students can choose from different pathways:

- International SME Management
- Doing business with emerging markets
- International Supply Chain Management (modules fully taught in English)
- EU Affairs (modules fully taught in English)

Third year modules are taught in the fall semester only (September-January)

### Bachelor Degree in Marketing (« Bachelor en Marketing »)

A graduate in marketing makes the client the focus of the company. The training incorporates three different approaches to



the definition of marketing: the duty of the organization to manage relationships with clients, a management type aimed at the development of the company's target market and a social exchange value process, taking into account the welfare of the customers and the community (Kotler 2009). The graduate can drive the company, in compliance with legal requirements and ethical, social and environmental concerns, into marketing opportunities by observing and conducting market research

In the 1st and 2nd years, all **EPHEC** students follow the same set modules. In the 3rd year, all students follow a major ("core modules") but also choose to specialise in five pathways or so-called "options". Not all specialisations are available on each campus:

- ➡ Purchasing & supply chain (Brussels Woluwé)
- ➡ Sales (Brussels Woluwé)
- ➡ SME management (Brussels Woluwé / Louvain-la-Neuve)
- ➡ Communication (Brussels Woluwé (in English) / Louvain-la-Neuve) – in English
- ➡ International Marketing (at the Louvain-la-Neuve campus only)

Third year modules are taught in the fall semester only (September-January). The specialisation in communication (Year 3-Fall semester) has its modules taught in English. A detailed description is available on request.

## Bachelor Degree in Accountancy- Management (« Bachelor en Comptabilité- Option Gestion»)

The main concept underlying this programme is that accounting is a keystone in any enterprise from the profit or non-profit making sector. Through case studies, conferences and company visits, students will be confronted to most situations they are likely to encounter later in the work field. They will learn:

- ➡ to run current accounts and close the accounting year (using both paper and software)
- ➡ to fill in VAT declarations
- ➡ to define costs and build up budgets

## Bachelor Degree in Law (« Bachelor en Droit »)

This 3-year Degree is taught in French at our Woluwé campus only. Why opting for law studies? Law studies are:

- ➡ the key to understand how our private and public organisations are organised
- ➡ a living material always reflecting social evolutions
- ➡ an integration of social values and ethics
- ➡ practical and require imagination and creativity



## Bachelor Degree in E-Business (« Bachelor en E-Business »)

Our latest degree programme was launched on our Woluwé campus with a first intake in September 2012. At the crossroads of management, web-based communication and IT, future graduates will embrace jobs in both the public and private sectors such as web manager, web analyst, community manager, online purchasing or sales manager, E-marketing campaign developer.

## Bachelor Degree in Information Technology (« Bachelor en Technologie de l'Informatique »)

This 3-year Degree is taught in French at our Louvain-la-Neuve campus only. It offers scientific and technical training dealing both with the hardware and software aspects of IT involved in the digitized transmission of data, sound and image. Upon completion of this programme, the student will be able to set up local or remote telephone and computer networks integrating service and multimedia components.

## Bachelor Degree in Automation (« Bachelor en Automatique »)

The automation programme is taught in the ISAT campus. According to the specialty, the bachelor students in computing and systems:

- ➡ Control the automation process and control and manage the complex automated systems (design,

implementation, tuning, programming and troubleshooting)

- ➡ Install, maintain and market systems and communication networks of all types and applications, whether it be local or remote (web)
- ➡ Manage monitor applications and real-time control of various devices (industrial, access control, embedded, automobile, medical, scientific, weather...)
- ➡ Provide installation, monitoring, maintenance of micro-computer and office equipment and user support
- ➡ Assist in the analysis and the implementation of an energy system and automated buildings

## Bachelor Degree in Electromechanics (« Bachelor en Electronique-Maintenance »)

The electromechanics degree programme is taught in the ISAT campus. Graduates of electromechanics are multi-skilled persons. The multidisciplinary training facilitates them into the maintenance of industrial processes, energy management in both environmental criteria in mechanical engineering. The development of technical projects and assistance to implementation and design are an integral part of the training.

## Campuses

**EPHEC** operates in three different campuses: Saint-Woluwe-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 Saint-Woluwe-Lambert and is situated next to several other educational institutions ranging from kindergartens to colleges of higher education as well as various research centers.

### EPHEC Woluwe

Avenue Konrad Adenauer 3 – 1200  
BRUXELLES  
Tel : 32-2-772.65.75  
Internet : [www.ephec.be](http://www.ephec.be)

### EPHEC Louvain-la-Neuve

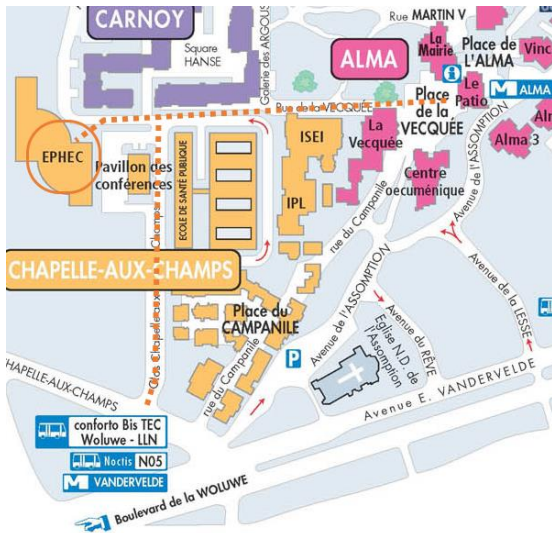
Avenue du Ciseau 15 – 1348 LOUVAIN-LA-NEUVE  
Tel : 32-10-47.53.90  
Internet : [www.ephec.be](http://www.ephec.be)

### ISAT Schaerbeek

Boulevard Lambermont 17 – 1030  
BRUXELLES  
Tel : 32-2-242.37.80  
Internet : [www.isatbxl.be](http://www.isatbxl.be)



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**.

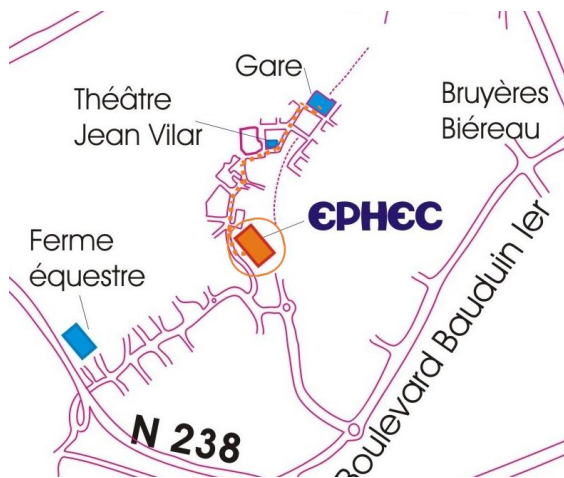
## EPHEC Louvain-la-Neuve

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 joined the campus in 1987 and currently there are about XXX students studying on the site.





**EPHEC** Louvain-la-Neuve is about 25 kilometres 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.



## 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 the site for technical-oriented bachelor degrees. The building is easy to reach by tram. The closest stop is Princ. Elisabeth for line 7, but for example stops Verboekhoven and Schaerbeek Gare are also close by.

## Student facilities

Please let us introduce the available student facilities at our main campus in Woluwe.

### 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. Available foods include 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 in the campus.



## 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 to hold 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.



## It support service

In case a student faces a technical problem with their laptop or other device, they can go to room 255 where the Service Informatique is located.

## Student association

During your stay in Belgium, **EPHEC** students or members of the student association (CHE2) 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 at R08.

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



## Social service

The **EPHEC** social service is intended to be a channel of help for students in need of it. If a student for example requires guidance with personal financial matters, wishes to talk confidentially about personal life issues or wants help with learning difficulties, they can contact the social service.

The service is available at Woluwe room S20 every morning from 9.00 till 12.30. For more information contact [social@ephec.be](mailto:social@ephec.be)

## Sports

If you would like to practise your favourite sport(s) during your stay in Belgium, we recommend that you contact our Sports Coach at **EPHEC**, Mr Pierre SCHULTE ([p.schulte@ephec.be](mailto:p.schulte@ephec.be)). He can be found in

office room BR04 at Woluwe campus and is regularly updating the info on the sports dedicated website [www.ephecsports.be](http://www.ephecsports.be)

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

- ➡ The sports card “Play sport UCL” gives you access to a wide choice of sport activities in Brussels and Louvain-La Neuve, for only 20 euros. You can find the full programme of activities, the application forms and instructions to get the sports card on the mentioned website.
- ➡ 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. Schulte ([p.schulte@ephec.be](mailto:p.schulte@ephec.be)) with your expectations and he will give you the best possible solution.



## Student health care

For health matters, students can receive medical consultation at Woluwe on Mondays from 12.45 to 13.45. The room is situated on the ground floor in front of the Presse. In case of a emergency, urgent question or a request for an appointment, students can contact the UCL Health Center by phone 02/764 30 88.



## Internationalisation

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. A possibility for international education is valuable for several reasons and our institution is happy to provide students opportunities with it.

### Erasmus and Erabel

**EPHEC** has participated actively in the development of the European Commission's Erasmus exchange programme 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 programme exactly? The Erasmus programme is a European funding programme established in 1987 and it offers higher education students an opportunity to study or to do an internship abroad. With the programme, students can



spend from 2 months up to 12 months studying or doing an internship abroad.

Inspired by the undeniable success of the Erasmus Programme, the Erasmus Belgica program was created at the initiative of the Fondation Prince Philippe in 2004. The aim is to give students in higher education the opportunity to complete 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 Aalst, Antwerp, Bruges, Brussels, Geel, Gent, Kortrijk, Leuven and Mechelen

Our own regular students can go on a study period abroad in the fall or spring semester of their 3rd (i.e. final) year of study, while guest students from our partner institutions usually stay with us in the fall semester, when a larger range of modules (including 3rd-year courses and most modules taught in English) are available.

### International Relations Office

The **EPHEC** International Office 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 and B24.

Currently there are five people in the office. Please see in the picture (from left to right) the staff: Frédéric Simonis, an intern, Barbara Brooijmans, Françoise De Waele, Jean-Michel Gregoire and Astrid Buelens.



### CONTACTS

**Mrs Françoise DE WAELE** Head of the International Office  
Email: [f.dewaele@ephec.be](mailto:f.dewaele@ephec.be)

**Mr Jean-Michel GREGOIRE** Institutional Erasmus Coordinator  
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Tel : +32.2/775.97.71

**Mr Frédéric SIMONIS** I.R.O Officer & Incoming Mobility Email:  
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Tel : +32.2/775.97.75

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Email: [a.buelens@ephec.be](mailto:a.buelens@ephec.be)  
Tel : +32.2/775.97.77

**Mrs Barbara BROOIJMANS** Erasmus Belgica Coordinator  
Email: [b.brooijmans@ephec.be](mailto:b.brooijmans@ephec.be)  
Tel : +32.10/47.54.91

## International Business Week

The **EPHEC** International business weeks are organized by two different departments and take place in two different campuses. The marketing department organizes an International Marketing Week every spring semester at Louvain-la-Neuve campus whereas the accounting department organizes an International Business week at Woluwe campus. Both opportunities attract students from various international partner universities and other educational institutions.

Both **EPHEC** departments try their best to provide interesting and attracting topics each year in collaboration with real life

The Department of Accounting studies  
invites you to its  
**INTERNATIONAL BUSINESS WEEK**  
19<sup>th</sup> - 23<sup>rd</sup> March 2017  
**EPHEC**  
**BRUSSELS**  
**Business Case Study**  
**On the Belgian Beer Market**

**PROGRAMME**

- SEMINARS WITH EXPERTS
- COMPANY VISITS
- TEAM BUSINESS PROJECTS
- TOURS THROUGH BRUSSELS
- ENTERTAINING ACTIVITIES

IN COOPERATION WITH

**ONLY 50€ FOR EPHEC STUDENTS**

For further information or questions, please email Mrs. Silvia Payen at [s.payen@ephec.be](mailto:s.payen@ephec.be) (for questions related to registration and payment) or Mrs. Clotilde Verhaeghe at [c.verhaeghe@ephec.be](mailto:c.verhaeghe@ephec.be) (for any other questions)

[www.ephec.be](http://www.ephec.be)

companies. For example, the past topics have been “Sustainable Packaging”, “Packaging Design and Sustainable Development” and “The Scorecard – A Management Tool”.

In the spring semester 2017, students were working on a business case study of the Belgian Beer market in cooperation with the Bertinchamps brewery.

## Partner Institutions

Ephec has partner institutions within the Erasmus programme agreement and Belgica programme agreement as well as partners with Asia Exchange association and other bilateral agreements. Most of the partners are situated in Europe but there are multiple partners on other continents too. Please see below the partner institutions (subject to changes):

### Erasmus partner institutions – Europe

#### Austria – St. Pölten

Saint Pölten University of Applied Sciences

#### Austria – Steyr

FH Upper Austria (Campus Steyr)

#### Austria – Villach

Fachhochschule Kärnten

#### Austria – Wien

Fachhochschule Wien Der Wkw &  
Fachhochschule Wien Des Bfi



## Bulgaria – Blagoevgrad

American University in Bulgaria

## Croatia – Rijeka

Business School Par

## Croatia – Zagreb

College Of Agora

## Cyprus – Limassol

Intercollege Limassol

## Cyprus – Nicosia

European University Cyprus

## Czech Republic – Brno

Mendel University in Brno

## Czech Republic - Ceske

### Budejovice

Institute Of Technology and Business in Ceske Budejovice

## Czech Republic – Jihlava

College Of Polytechnics (VŠPJ)

## Czech Republic – Karvina

Silesian University

## Czech Republic – Pardubice

University Of Pardubice

## Czech Republic – Prague

University of Finance and Administration & Unicorn College

## Denmark – Aarhus

Business Academy Aarhus

## Denmark – Copenhagen

Copenhagen Business Academy

## Denmark – Kolding

International Business Academy

## Denmark – Randers &

### Viborg

Dania Academy, University of Applied Sciences

## Finland – Espoo

Laurea University of Applied Sciences

## Finland - Pori & Rauma

Satakunta University of Applied Sciences

## Finland – Vantaa

Metropolia University of Applied Sciences

## France - Chambéry

Universite Savoie Mont Blanc (IAE Chambéry)

## France – Bordeaux, Lyon & Paris

IDRAC Business School

## France - Le Havre

Normandy Business School



## France – Paris

ISCOM - Institut Supérieur  
De Communication Et  
Publicité

## France – Quimper

IUT de Quimper - Institut de  
l'Université de Bretagne  
Occidentale

## France – Rodez

Ecole De Gestion Et De  
Commerce De Rodez

## France - Angers & Paris

ESSCA - Business School

## Germany – Aschaffenburg

Hochschule Aschaffenburg

## Germany – Bamberg

Otto-Friedrich Universität  
Bamberg

## Germany - Berlin

BSP Business School Berlin

## Germany - Berlin &

Hamburg  
EBC Hochschule

## Germany – Bremen

Hochschule Bremen

## Germany – Dresden

HTW Dresden (Hochschule  
Für Technik Und Wirtschaft  
Dresden)

## Germany - Gelsenkirchen & Recklinghausen

Westfälische Hochschule

## Germany – Heilbronn

Heilbronn University

## Germany – Leipzig

Hochschule Für Technik,  
Wirtschaft Und Kultur  
Leipzig

## Germany – München

SDI München / University of  
Applied Languages

## Germany – Nordhausen

Hochschule Nordhausen  
(HSN)

## Germany - Nürtingen &

Geislingen  
Nuertingen-Geislingen  
University (HfWU)

## Germany – Zweibrücken

Hochschule Kaiserslautern

## Hungary – Budapest

Budapest Business School,  
Corvinus University of  
Budapest, ESSCA &  
International Business  
School (IBS)

## Hungary – Debrecen

University of Debrecen

## Hungary – Győr

Széchenyi István University

## Iceland – Athlone

Athlone Institute of  
Technology

## Iceland – Bifröst

Bifröst University

## Italy – Bologna & Forlì

University of Bologna

## Italy – Milan

Università Cattolica Del  
Sacro Cuore

## Italy – Padova

Università degli Studi di  
Padova

## Italy – Roma

Università Degli Studi Roma  
Tre

## Latvia – Riga

Banku Augstskola & RISEBA  
University of Business, Arts  
and Technology

## Lithuania – Vilnius

Vilnius University Business  
School, Vilnius Gediminas  
Technical University & SMK  
University of Applied Social  
Sciences

## Luxembourg – Luxembourg

University of Luxembourg

## Netherlands – 'S Hertogenbosch

Avans University of Applied  
Sciences

## Netherlands - Den Haag

The Hague University of  
Applied Sciences

## Netherlands - Deventer & Enschede

Saxion University of Applied  
Sciences

## Netherlands - Emmen & Leeuwarden

Stenden University of  
Applied Sciences

## Netherlands – Rotterdam

Rotterdam University of  
Applied Sciences

## Netherlands – Tilburg & Venlo

Fontys University of Applied  
Sciences

## Netherlands – Utrecht

HU University of Applied  
Sciences Utrecht

## Norway – Haugesund

Western Norway University  
of Applied Sciences

## Norway – Kongsberg & Honefoss

University College Of  
Southeast Norway (USN)

## Poland – Gdansk

Gdansk School of Banking

## Poland – Katowice

University of Economics in  
Katowice

## Poland – Lodz

University Of Lodz

## Poland – Lublin

University College of  
Enterprise and  
Administration in Lublin  
(WSPA)

## Poland – Poznan

Poznan University of  
Economics and Business

## Poland – Wroclaw

Wroclaw School of Banking

## Portugal – Coimbra

Instituto Superior Miguel  
Torga (ISMT)

## Portugal – Lisboa

Universidade Europeia  
(IADE)

## Portugal – Setubal

Polytechnic Institute of  
Setúbal

## Romania – Bucarest

University of Bucharest

## Romania - Cluj Napoca

Babes-Bolyai University

## Slovakia – Bratislava

VSM School of Management  
of Management & Comenius  
University in Bratislava

## Slovakia – Ljubljana

University of Ljubljana

## Spain – Alicante

Universidad De Alicante

## Spain – Almeria

Universidad De Almeria

## Spain – Barcelona

Universidad De Barcelona,  
Universitat Abat Oliba CEU &  
ESERP Business School

## Spain – Cartagena

Polytechnic University of  
Cartagena

## Spain – Gijon

Universidad De Oviedo  
(Jovellanos)



## Spain – Madrid

Universidad Complutense  
De Madrid & Villanueva  
Centro Universitario

## Spain – Osuna

Escuela Universitaria De  
Osuna

## Spain – Oviedo

UO - University of Oviedo

## Spain – Pamplona

UPNA Universidad Publica  
De Navarra

## Spain – Sevilla

Universidad De Sevilla

## Spain – Valencia

Universidad Cardenal  
Herrera & Universidad  
Europea De Valencia

## Spain – Vic

Universitat De Vic

## Spain – Zaragoza

Universidad De Zaragoza

## Turkey – Eskisehir

Anadolu University

## Turkey – Istanbul

Istanbul Aydin University &  
Istanbul Bilgi University

## Turkey - Istanbul (Şile)

Işık Üniuersity

## United Kingdom – Crewe

Manchester Metropolitan  
University

## United Kingdom – Durham

New College Durham

## United Kingdom – London

University of East London

## United Kingdom – Newcastle

University of Newcastle

## Partners with bilateral agreement – Europe

### Ireland – Dublin

International School of  
Business Dublin

### Switzerland – Geneve

Haute Ecole De Gestion De  
Geneve

### Switzerland – Yverdon-les- Bains

HEIG-VD Haute Ecole  
D'ingenierie Et De Gestion  
Du Canton De Vaud

### United Kingdom – Dundee

Abertay University

### United Kingdom – London

Regent's University London

## Partners with bilateral agreement – outside Europe

### Argentina – Buenos Aires

ESEADE Centro Universitario

### Australia – Gold Coast (Robina)

Bond University

### Brazil – Ribeirão Preto

Universidade De São Paulo

### Canada – Abbotsford

University of the Fraser  
Valley

### Chile – Vina del Mar

Universidad Adolfo Ibanez

### China – Beijing

University Of International  
Business and Economics

### China – Shanghai

Fudan University & Shangai  
Lixin University of  
Accounting and Finance

### India – Chandigarh

Chandigarh Group of  
Colleges (Chandigarh  
Business School)

### Mexico – Queretaro

Tecnologico De Monterrey

## Russia – Moscow

Plekhanov Russian  
University of Economics

## United States – New York

Manhattan Institute of  
Management & the College  
Of Old Westbury

## United States – Riverside

University Of California  
RIVERSIDE

## Partners with Asia Exchange Association

### China - Canton &

### Guangzhou

Guangzhou University

### China – Shanghai

Shanghai University

### Indonesia – Bali

Udayana University

## Korea – Seoul

Hankuk University of foreign  
studies

## Korea – Busan

Dong-A University

## Malaysia – Kuala Lumpur

University Putra Malaysia

## Thailand – Bangkok

Kasetsart University & Siam  
University

## Thailand – Phuket

Prince of Songkla University

## Belgica partners

### Antwerpen

Artesis Plantijn Hogeschool  
Antwerpen & Karel De Grote  
Hogeschool

## Aalst & Brussels

Odisee

## Brugge & Kortrijk

Hogeschool West-  
Vlaanderen

## Diepenbeek & Leuven

UC Leuven Limburg

## Geel & Mechelen

Thomas More

## Gent

Artevelde Hogeschool &  
Hogeschool Gent

## Hasselt

Pxl Hogeschool

## Kortrijk

VIVES



## STUDYING AT EPHEC

### Your contact at Ephec

At **EPHEC** Woluwe campus, your main contact throughout your stay will be Mr Frédéric Simonis (room B24).

For students staying at our Louvain-la-Neuve Campus the contact person will be Mrs Barbara Brooijmans whose office is situated on the ground floor in the secretariat.



### Application process

The application process starts with an official nomination that is sent by the student's home institution. After we have received the nomination, we kindly ask you to email us the following documents:

- ➡ a letter of motivation

- ➡ a CV with (electronic) picture
- ➡ a completed guest student info sheet
- ➡ a draft learning agreement (draft course programme)

We also ask you to complete an online registration form at the following link: <http://erasmus.ephec.be/>

Please click on "Registration", complete all the requested data and submit. You will receive an automatically generated message and you are required to click on "Click to confirm" in order to transfer your data into our database.

Once we have received all the required information we will send you an official "Confirmation Letter" for your upcoming exchange period.

### Academic calendar

At **EPHEC**, the academic year is divided into two semester: Fall semester and spring semester, each of them finishing with an examination period. The academic calendar changes every year but generally the fall semester is 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, Carnival and Easter holidays as well as some bank holidays. The students will receive a



detailed academic calendar at the beginning of the semester.

## Course offer

Incoming exchange students may choose among all undergraduate programmes offered at **EPHEC**. In general, courses from our degree programmes are held in French, however some courses are also taught in English. In addition to the courses offered in our degree programs, we offer a variety of “Erasmus modules”, which are courses designed exclusively for incoming students. These courses are highly recommended as they are all held in English and taught by experts in the respective field.

Please see the picture below as an example of a weekly schedule. The available courses vary each semester, which is why we ask you to contact the **EPHEC** International Office in order to get the latest available course offers.

Please note that your selection is preliminary and may be subject to change,

as we will finalize your curriculum together after your arrival in Brussels. Since there may be time clashes between courses, we cannot confirm your course choice beforehand. You will be allowed to change some of your courses within the first 2 weeks of the semester.

The official “Learning Agreement” based on your choice will have to be sent by you to your home university.

## Prerequisites

In order to study at **EPHEC**, a very good command of English (European level: minimum B2) is requested. For the French programmes, 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 basic and on an intermediate level. Some courses are only available to students with certain prerequisites. You are responsible to decide whether you meet the prerequisites for a course, in terms of language and content.

	Period/Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
P1	8h30-9h45				FLE 2	FLE 1
P2	10h00-11h15	CSR	BIZ ENGL	FLE 2	RMB	PM
P3	11h35-12h50	STRATEGIC M	BIZ ENGL	FLE 1	RMB	PM
	BREAK					
P4	13h50-15h05	STRATEGIC M	SALES TECHN	CCBM		
P5	15h20-16h35	INT'L MKT	SALES TECHN	CCBM		
P6	16h45-18h00	INT'L MKT				

## Orientation & social activities

The obligatory orientation days for incoming students take place during the first week of the semester. Through the welcome meeting, information sessions, a campus tour and personal appointments you will get acquainted with the university facilities, the academic procedures and the study life at **EPHEC**. During the first week, you will also have an appointment with the International Office to confirm your preselected courses and to finalize your programme and schedule.

Various events, workshops and teambuilding activities will give you the possibility to meet the other international students and to get familiar with the Belgian culture. For example in the spring semester of 2017, as a social activity the students got to visit a local brewery and learn about the Belgian beer culture.

During the fall semester, a Study Abroad Fair is organised to which all international students are invited to provide information on their home countries and universities to our **EPHEC** students, and maybe cook traditional dishes from their culture.



## Teaching methods

Teaching is entrusted to associate lecturers occupying prominent positions in various companies and major sectors of activity (close to 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 labour market and the expectations of the business world.

## Assessment, exams, resits & grading system

Assessment can take various forms but mainly include continuous assessment and examinations. Continuous assessment comprises regular tests in class (generally announced 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 organise their own assessment system and follow an individual planning provided it is 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 either in written and/or oral form and is taking place on a fixed date. Contrary to practice in some other countries, 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 a case of absolute necessity and after informing the International Office. You would otherwise lose your chance to take the exam.

The traditional marking and assessment system in Belgian higher education is based on two grading scales:

- ➡ x/20 (out of 20) for individual tasks, performances or subjects/modules
- ➡ x/100 (out of 100) for the overall or global performance of a student after completion of an academic year. Such a global mark expressed in % will feature on a transcript of records issued after an exam session completing an academic year. This grading is only applicable for the local students.

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).

17-20	Excellent	A
15/20 -16,9/20	Very good	B
13/20-14,9 /20	Good	C
12/20-13,9/20	Satisfactory	D
10/20-11,9/20	Sufficient	E
8/20-9,9/20	Poor	FX
0-7.9	Extremely poor	F

A detailed report or a “Transcript of Records” indicating your final marks and grades both in the Belgian and in ECTS grading scale will be sent to you and to your home institution coordinator after the completion of your semester.

Resits (2nd chance exam or assignment) are organized in end of August/beginning of September. If you need to take a second chance for a subject you failed, you will have to contact our International Office. Individual arrangements cannot be made directly with the teachers or outside the indicated period.

## Testimonials

Please see here a few 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 programme 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 carrier 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."



## FAQ

### 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 and the last ones finishes at 18:00. 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 space for students?

The parking 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?

For most modules, there is a set course books and/or additional handouts or course notes compiled by EPHEC teaching staff. These notes (usually called "syllabus" in Belgium) are printed in the school by the "Press" service located on the ground floor (Room R21). An individual bill will be sent to the students at the end of the semester.

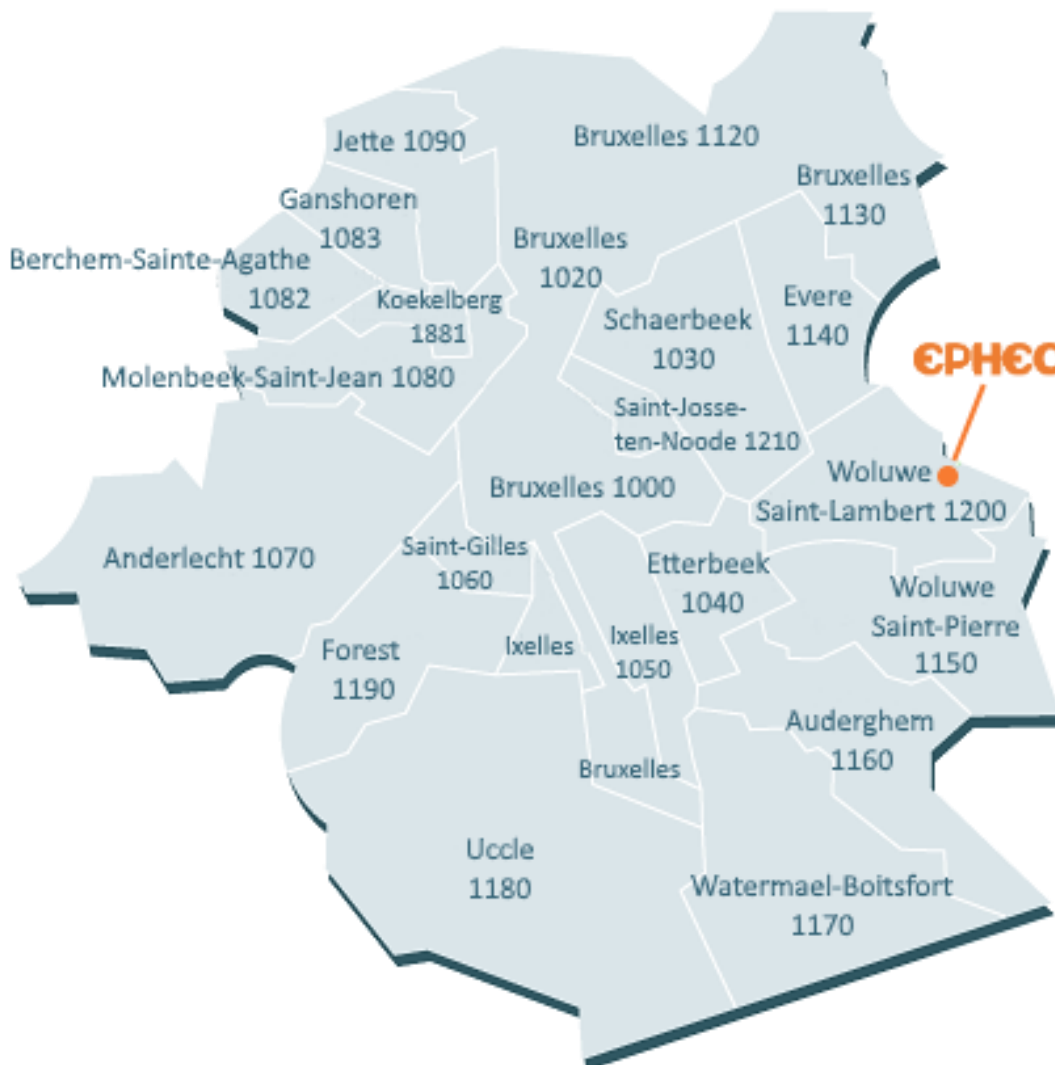
## LIVING IN BRUSSELS

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 of the communes: [www.brussel.irisnet.be/about-the-region/the-communes-of-the-region](http://www.brussel.irisnet.be/about-the-region/the-communes-of-the-region)





## Accommodation

For accommodation, students have to find a room on the private market as EPHEC University College does not manage its own student residence halls.

Students should look for a room by themselves and if necessary, the International Office (or the Students Union) can provide some assistance upon arrival. You are also invited to contact former or current guest students for advice and maybe even take over the room they are renting for the moment.

### Information on accommodation

Mr Frédéric Simonis,  
International Office  
E-mail: [international@ephec.be](mailto:international@ephec.be)  
Tel.: +32.2.775.97.75

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 neighbourhood and its distance to the center. For example,

neighbourhoods of Ixelles, Uccle and Woluwe-Saint-Pierre are among the most expensive ones. For details, check the following articles:

ExpatArrivals. 2017. Cost of Living in Brussels [referenced 18.05.2017]. Available at:

<http://www.expatarrrivals.com/belgium/brussels/cost-of-living-in-brussels>

Vioreanu, D. 2017. Costs of Studying and Living in Belgium. Mastersportal [referenced 18.05.2017]. Available at:

<http://www.mastersportal.eu/articles/555/costs-of-studying-and-living-in-belgium.html>

### What the International Office can do for you:

- ➡ We will refer to relevant websites where you can look for accommodation.
- ➡ We may sometimes be able to put you in touch with **EPHEC** students who wish to rent their own room/apartment while going abroad or with former guest students.

### 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.

- ➡ Typically, an apartment for students is called “a kot” in Belgium. There you will have your own room but share a kitchen and a bathroom with others.
- ➡ We advise you to budget with a rent from around EUR 400 to 500 per month, depending on location and standard.
- ➡ The current average prices in Brussels: for a furnished student room €350 to €500 with charges included, for a furnished short-term studio (6 months to 1 year) €450 to €700 charges not included & for a non-furnished long-term studio €600 charges not included
- ➡ Do check whether charges (the costs of heating, electricity, water etc.) are included in the rent. If not, the contract should clearly state how these costs will be calculated.
- ➡ A deposit is required from most landlords and is normally 2 months rent for a room and for an apartment.
- ➡ If possible, check out the room or apartment personally. You can also ask if an EPHEC contact can help you check the room. Use the Facebook forum created for your semester.
- ➡ You should never send money via Western Union or other private money

transfer institutions. Use only authorised banks for transferring money and ask the landlord to send identification details – e.g. a copy of a passport.

- ➡ You should always sign a contract with your landlord. Study the contract carefully and be sure to check deadlines for how to give notice. If you have any doubt or question about the contract, feel free to contact Mr Simonis or any person who is likely to help you.

### Suggestions to where you can look for accommodation:

- ➡ Contact international students who are currently studying at EPHEC (we can give you the list and contact addresses). Maybe you can take over their accommodation when they leave.
- ➡ Search for accommodation by using the websites below:

[www.eurasmus.com/](http://www.eurasmus.com/) /  
[www.brusselsdestination.be/en/](http://www.brusselsdestination.be/en/) /  
[www.spotahome.com/](http://www.spotahome.com/) /  
[www.immoweb.be/en/](http://www.immoweb.be/en/) /  
<https://brik.mykot.be/en/> / [www.eu-rentals.com/](http://www.eu-rentals.com/) / [www.brुकot.be/en/](http://www.brुकot.be/en/) /  
[www.upkot.be/](http://www.upkot.be/) / <https://ikot.be/en/flat-brussels/> / [www.student.be/en/student-rooms/](http://www.student.be/en/student-rooms/) /  
<http://coloctoit.com/category/belgique/> /  
<http://inforjeunesbruxelles.be/> /

[en.allekoten.be/](http://en.allekoten.be/) /  
[www.housinganywhere.com/](http://www.housinganywhere.com/) /  
[www.chambrealouer.com/](http://www.chambrealouer.com/) / [www.kitkot.be](http://www.kitkot.be)  
 / [www.appartager.be](http://www.appartager.be) /  
[www.gabinohome.com/en](http://www.gabinohome.com/en)

The website [www.spotahome.com](http://www.spotahome.com) will allow you a 25% discount on your accommodation if you mention the following code: **EPHEC25**.

➡ On Facebook, you can also find several groups for accommodation in Brussels. You can for example search for "Brussels Rooms and flats to rent", "Rooms in Brussels (Expats, Interns, Erasmus and Students)", "Desperate People looking for a room in BXL!!", "BXL A LOUER : STUDIO/APPART/COMMERCE", "BRUSSELS: Flats & Rooms for rent", "BXL A LOUER - de bouches a oreilles", "Bxl à Louer - de bouche à oreille ( II)", and "Colocation, appartements sur Bruxelles".

For temporary housing look for hotels, hostels or Airbnb. Here are some useful links:

[www.hotelscombined.com/](http://www.hotelscombined.com/) /  
[www.hihostels.com/](http://www.hihostels.com/) / [www.airbnb.com](http://www.airbnb.com)

## 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 also see this Numbeo 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>

## Climate

The climate in Belgium is oceanic (maritime) meaning that there are relatively narrow annual temperature ranges and few extremes of temperature. 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 the 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 +/- 2,00€ (or 2,50€ if bought from driver) – prices might change every year.

Travelling in Belgium by train is easy and the prices are attractive for young people. The major railway stations in Brussels are Bruxelles-Midi, Bruxelles-Central and Bruxelles-Nord. Your best buy to explore Belgium by train is the Go Pass 10 (for people under the age of 26). The pass costs 52,00€ 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. Check the tariffs here: [www.belgianrail.be/en/travel-tickets.aspx](http://www.belgianrail.be/en/travel-tickets.aspx)

Around Brussels, you can also find city bikes from Villo! that are available for renting. 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: <http://en.villo.be/>

## Insurance

Make sure that you have sufficient insurance coverage for your stay in Brussels before your arrival. Students from EU/EEA-countries should bring their European Health Insurance card with them, which can be obtained from their insurance company in their home country. Students from NON-EU/EEA countries have to show their



insurance coverage already at the time of visa application.

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

## Medical services

The Belgian healthcare system is divided into state and private sectors and is noted for having a great and fast accessibility to healthcare services compared to other European countries. Doctors (either general practitioners (GP) or specialists) usually work with appointment systems, although walk-in consultations can be found. For urgent health issues you can go to emergency outpatients.

## Food

In Brussels, there are both high-end restaurants and affordable low cost places to grab food if you want to eat out. Cheap snacks include chips (frites) and waffles (gaufres) that you can easily find in the touristic areas of the city center.

## Shopping/groceries

The main grocery store chains in Belgium are Carrefour, Delhaize, Colruyt, Lidl and Aldi. Carrefour and Delhaize have larger selections whereas Colruyt, Lidl and Aldi are generally cheaper. The chains' own brands

are often the cheapest ones in the selection.

On Sundays, most of the big grocery stores are closed but you can head to a market to buy cheap vegetables for example. The biggest market is the Midi market (also called Marché du Midi) that is located next to Gare du Midi. You can also find markets for example on Place Flagey and Place Sainte-Catherine.

## Mobile phone

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

## Leisure time

Brussels has always something happening and there are various activities for every taste. 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 ([visit.brussels/en](http://visit.brussels/en)) and agenda.brussels ([agenda.brussels/en](http://agenda.brussels/en)) 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: [www.brusselmuseums.be/en/faq.php?id=6](http://www.brusselmuseums.be/en/faq.php?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 [www.brussellslife.be/en](http://www.brussellslife.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.** Good morning.
- ➡ **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 fine, thank you.
- ➡ **Excuse me, where is \_\_\_\_?** Excusez-moi, où est \_\_\_\_?
- ➡ **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

Here you can read some experiences and maybe get a tip or two from a few previous exchange students of the spring semester of 2017.

**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 euro 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 where I lived.

**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

### Before your arrival

- ➡ 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 activities
- ➡ Give us your Belgian cell phone number as soon as you get it

- ➡ Prepare your Learning Agreement with the most updated course programme if necessary
- ➡ Go to the individual appointment with all your documents (incl. updated learning agreement)
- ➡ Start using your personal e-perso (intranet platform) account

### Before leaving

- ➡ If needed, prepare the Confirmation of Stay/"Certificate of Departure" (not compulsory)
- ➡ Fill in an evaluation questionnaire to give feedback
- ➡ Pay an invoice for the books and notes you received during the semester
- ➡ If needed, contact the International Office to sign up for resits

