

Haute Ecole Albert Jacquard  
International Office  
Rue Godefroid, 32  
5000 Namur  
Belgium



## Erasmus exchanges / Key data / Partner Institution

### Institution

NAME OF YOUR INSTITUTION	Haute Ecole Albert Jacquard, Namur
ERASMUS ID CODE	B Namur11
ADDRESS	Rue Godefroid, 32 - BE 5000 Namur - Belgium
WEBSITE	<a href="http://www.heaj.be">www.heaj.be</a>

### International Office

NAME AND ADDRESS OF ERASMUS OFFICE	Haute Ecole Albert Jacquard, Cellule relations internationales Rue Godefroid, 32 BE 5000 Namur - Belgium
CONTACT OFFICER FOR INCOMING STUDENT MOBILITY	Véronique Van Cauter
Telephone (incl. country code)	+32/81249491
Fax (incl. country code)	+32/81262968
E-mail	<a href="mailto:Veronique.vancauter@heaj.be">Veronique.vancauter@heaj.be</a> or <a href="mailto:cri@heaj.be">cri@heaj.be</a>
Website	<a href="https://www.heaj.be/en/international/">https://www.heaj.be/en/international/</a>
Tutor/departmental coordinator for incoming students	Business and communication Dpt: Benoit Scharff / <a href="mailto:benoit.scharff@heaj.be">benoit.scharff@heaj.be</a> Education Dpt: Emmanuel Falzone / <a href="mailto:emmanuel.falzone@heaj.be">emmanuel.falzone@heaj.be</a> Digital and creative media Dpt: Gretchen Brandt / <a href="mailto:gretchen.brandt@heaj.be">gretchen.brandt@heaj.be</a>
Phone and fax	+32/81249491 Fax: +32/81262968
E-mail	See above

### Application procedure

Nomination and application deadlines	1 <sup>st</sup> semester: 01/06 2 <sup>nd</sup> semester: 15/11
Nomination – Details to be sent to the international coordinator	Details of nominated students should be emailed as soon as possible to <a href="mailto:cri@heaj.be">cri@heaj.be</a> . The email must <b>necessarily</b> include:  1. Full name of the student/s 2. Email address 3. Subject Area

	<p>4. Study Period</p> <p>In addition, a <b>provisional Learning Agreement</b> should also be sent by the institutional or departmental coordinator to the same address: <a href="mailto:cri@heaj.be">cri@heaj.be</a></p> <p>This LA can of course be modified with the Erasmus Departmental Coordinator after the students' arrival in Belgium.</p>
Application form	<a href="https://www.heaj.be/en/int/incoming-students/">https://www.heaj.be/en/int/incoming-students/</a>
Additional documents to submit with the application	<p>Nominated students should complete the online Erasmus Application Form</p> <p>This document is a NECESSARY REQUIREMENT for the enrolment of Erasmus students at the Haute Ecole Albert Jacquard.</p> <p>For an application at the digital and creative media department, a portfolio will also be submitted to guide the student to the most adapted programme (preferably in the form of a URL)</p>
Portfolio	Is acceptance based on the assessment of a portfolio? <del>Yes</del> / No
Admission criteria	<p>Minimum language level? B1 , except for the education department: B2</p> <p>Minimum academic level? NA</p>
Confirmation of admission deadline	<p><b>Confirmation of Admission:</b></p> <p>An Admission Letter will be sent from June 20th onwards, following the correct reception of the Application Form.</p> <p>Students must bring along this Admission Letter when registering at the corresponding department in Namur.</p>
Learning Agreement deadline	1/07 ( can be amended until 1/10)
Period of arrival	<p>Do you prefer students following the 1<sup>st</sup> or 2<sup>nd</sup> semester? : No preference</p> <p>Students can join the 1st or 2<sup>nd</sup> semester according to the chosen programme/year of study</p>
Other useful information	<p><b>Integration Weeks</b></p> <p>The HEAJ organises, with the "Pôle académique de Namur", 2 weeks of cultural and linguistic preparation before the academic year. These weeks propose a lot of activities, cultural visits and language courses to help the students prepare and integrate in the best possible way. All Erasmus students of the Province of Namur participate to the activities altogether and it's a good way to meet new people from all over Europe. This activity is free of charge for the students.</p> <p>These weeks can be integrated in the LA for 3 ECTS</p> <p>Info on : <a href="https://www.poledenamur.be/etudiant/mobilite-internationale/iw">https://www.poledenamur.be/etudiant/mobilite-internationale/iw</a></p> <p><b>French course:</b></p> <p>French instruction is organized for foreign students in collaboration with all higher education institutions based in Namur. The course objective is to help students in daily life situations and prepare them for attending lectures and taking exams in French.</p> <p>The course lasts around 40 hours / semester and represents 3 ECTS credits.</p> <p>The students take a level assessment test during the first class so as to join the right group – beginner or intermediate.</p>

At the end of the course the students takes a test assessing their evolution in the different language competences and receive a description of their level in French based on the Common European Framework of References for Languages. The exam takes place during the last lesson.

This activity is free of charge for the students.

## General information

ACADEMIC CALENDAR	1st SEMESTER		2nd SEMESTER	
	Start date	End date	Start date	End date
	15 Sept.	Around 25 Jan.	1st February	30 Jun.
	1st SEMESTER EXAMS		2nd SEMESTER EXAMS	
	Start date	End date	Start date	End date
	Around 07 Jan.	Around 25 Jan.	Around 1 Jun.	30 Jun.
<b>Programmes available for exchange and level</b>	All programmes are open to students but some may require previous knowledge (check the availability of programmes with the departmental coordinator).			
<b>Details of programmes</b>	<a href="http://progcours.heaj.be/cocoon/en/statique/index">http://progcours.heaj.be/cocoon/en/statique/index</a>			
<b>Language of instruction (courses, exams)</b>	French : all programs English: bachelor's degree in Computer graphics + 30 ECTS credits in Communication/ Public relations			
<b>Recognition system</b>	Use of ECTS credits? YES Use of local credits? NO			
<b>Assessment system</b>	<b>ECTS GRADE</b>	<b>MAXIMUM : 20</b>		
	A	FROM 18	EXCELLENT	
	B	16 ET 17	TRÈS BIEN (VERY GOOD)	
	C	14 ET 15	BIEN (GOOD)	
	D	12 ET 13	SATISFAISANT (AVERAGE)	
	E	10 ET 11	SUFFISANT (PASS)	
	FX	LESS THAN 10	ECHEC (FAIL)	
	F	LESS THAN 8	ECHEC (IMPORTANT FAIL)	
<b>Accommodation information</b>	Information on <a href="https://www.heaj.be/en/int/useful-links/">https://www.heaj.be/en/int/useful-links/</a>			
<b>Information for incoming students on the web site</b>	<a href="https://www.heaj.be/en/int/incoming-students/">https://www.heaj.be/en/int/incoming-students/</a>			
<b>Health insurance requirements</b>	<p>Students are covered by the HEAJ's civil responsibility" insurance, which covers all damage to persons or goods caused within the University if that damage is HEAJ's responsibility. Any other insurance is at the expense of the student.</p> <p>Students who are EU residents are expected to go to a national health service facility, taking with them the European health card they have obtained in their home country. The HEAJ requires and assumes that all incoming international students have valid personal (travel) insurance from an internationally recognised insurance agency for the duration of their stay in Namur.</p> <p>This insurance should cover all costs related to treatment of sudden illnesses accidents and repatriation.</p>			
<b>Special facilities for disabled persons</b>	<p>A lift and special facilities are available to disabled students at the main campus. In addition, our school is open to students with special needs. A special service is dedicated to them. Info on <a href="https://www.heaj.be/en/services-and-projects/esi/">https://www.heaj.be/en/services-and-projects/esi/</a></p>			

