

Integration weeks Charter

The *Pôle Académique de Namur (PAN)* gathers all higher education institutions (HEIs) situated in the Province of Namur (2 universities, 4 university colleges, 1 arts college and 7 institutes for social promotion)¹. Its general objective is to develop collaborations between members of the Pôle to ensure quality and coherence in the higher education offer within the Province of Namur.

During the first two weeks of September, every year, prior to the start of the academic year, the coordinators in charge of international mobility programmes at the PAN's member institutions jointly organise an event called « Integration Weeks ». This programme is aimed at incoming students who follow a part or of all their studies in one of the HEIs of the PAN. Its objective is to get these students acclimatised to life in Belgium and thus facilitate their integration in the Namur region, its city and in their respective host institution. Notably, the two-week event organises intensive French as a second language classes (or English classes for French-speaking students), cultural visits and other social and touristic activities.

Programme

The *Integration Weeks* is a mix of language classes and cultural activities in the region of Namur and in Brussels.

French classes/English classes

The programme consists of 40 periods² French as a foreign language classes, aiming at developing the following competences: listening comprehension, reading comprehension, oral expression and written expression. Students are divided into four groups according to their level of French, evaluated by a test on the first day of the event. Participants will be grouped into the following four levels: “beginner”, “intermediary 1”, “intermediary 2” and “advanced”.

French-speaking students do not have to participate in the French classes but instead participate in English classes (« intermediary » level or « advanced » level according to their previous knowledge). These English classes are exclusively reserved for native French-speaking students and those who can prove a C2 level in French.

¹ These institutions are respectively the *University of Namur (UNamur)*, the *Faculty Gembloux Agro-Bio Tech* from the *University of Liège (GxABT-ULiège)*, the *Haute École Albert Jacquard (HEAJ)*, the *Haute École Namur-Liège-Luxembourg (HENALLUX)*, the *Haute École de la Province de Namur (HEPN)*, the *Haute École Charlemagne, section Agronomie (HECh-Agronomie)*, the *Institut supérieur de musique et de pédagogie (IMEP)*, the *Centre d'enseignement supérieur namurois (CESNa)*, the *École industrielle de la Province de Namur (EICPN)*, the *École supérieure des affaires (ESA)*, the *Enseignement pour Adulte et de Formation Continue (EAFC Namur-Cadets)*, the *Institut libre de formation permanente de Namur (ILFoP)*, the *Institut provincial de promotion sociale (IPFS)* et the *Institut technique de promotion sociale (ITN)*.

² A « period » is equivalent to a 50-minutes class.

Cultural visits

Various cultural activities also allow participants to discover the region and city of Namur and the city of Brussels. The activities also allow students to get to know each other and Belgian students. The programme is available on the website www.poledenamur.be.

Dates

The « *Integration Weeks* » begin on Tuesday, August 29, 2023 and ends on Monday, September 11, 2023. The final agenda will be made available to participants during the introduction session, on August 29, 2023.

Places

Language classes (French and English) are organised in Namur, in the Faculty of Law of the University of Namur. Every cultural activity takes place either in Namur or with the city as a starting point. A programme specifying the meeting places for each activity and a map of Namur's city centre will be given to students on the first day of the programme, during the welcome meeting.

Accommodation and food

The *Integration Weeks* programme does not take student accommodation in charge. Food is also not included in the "Integration Weeks", except for the welcome lunch and the closing meal that are covered by the organisers.

Registration

The programme is available to every exchange student scheduled to study at one of the HEI members of the PAN, as well as to international students especially invited by their host institution.

Registration procedure

In order to participate in the programme, the student has to:

- contact the person in charge of international mobility at his host institution, in order to know if registration fees are applicable;
- fill in the application form before June 30, 2023.

Cancellation policy

The student who wishes to cancel his registration to the programme imperatively needs to inform the person in charge of international mobility within his institution, by email before 17th of August 2023. **If this deadline is not respected, the host institution reserves the right to claim the cost of the participation in the event in full from the student concerned.**

Regulations

In order for the event to run smoothly, two essential rules are to be respected:

- **Punctuality:**
Activities begin at the time indicated on the programme. We will not accommodate or wait for latecomers.
- **Participation to the activities:**
If the student does not participate in one language class or in a cultural activity for imperative reasons, he needs to contact **by email** the person in charge of international mobility in his/her host institution **and** the programme coordinator. If this has not been done, the absence will be considered as not-justified and will be taken into account for the evaluation of the student (see conditions of success below).

Conditions for the recognition of 3 ECTS credits

The completion of the programme entitles the participant for the recognition of 3 academic ECTS credits, which will be taken into account in the student academic transcript of records of this host institution. A certificate of recognition for these credits will also be given to students by the organisers.

Recognition of the 3 credits is subjected to the following conditions:

- Participate in the whole programme, from August 29th to September 11th included 2023 ;
The certificate of success will not be delivered to students who arrive late or do not participate in all activities during the programme ;
- Participate actively in at least 80% of the language classes (i.e. 32 class periods) and all cultural activities listed in the programme ;
- Succeed in the language test organised at the end of the programme ;
- Fill in the evaluation questionnaire at the end of the programme ;
- Respect the programme regulations

If one of the above-mentioned conditions is not respected, the student will not receive the corresponding credits.

Image rights

During cultural activities, photos and videos will be taken in order to distribute them on the social networks and communication channels of the Pôle académique de Namur. If you don't want your image to be used, contact the Pôle by mail with info@poledenamur.be.

Contacts

The contact person by HEI are listed below. Please contact them for any questions related to the programme or the application process, or in case of cancellation prior to the start of the event :

- Haute École Albert Jacquard (HEAJ) : Véronique Van Cauter - veronique.vancauter@heaj.be
- Haute École Charlemagne, section Agronomie (HECh-Agronomie) : Christine Sommeillier christine.sommeillier@hech.be
- Haute École Namur-Liège-Luxembourg (HENALLUX) :
Marie-Anne Lecomte - marie-anne.lecomte@henallux.be
- Haute École de la Province de Namur (HEPN) : Céline Legrand - ri@hepn.province.namur.be
- Institut supérieur de Musique et de Pédagogie (IMEP) :
Aadriejan Montens - erasmus@imep.be
- Faculté Gembloux Agro-Bio Tech de l'Université de Liège (GxABT-ULiège) :
Laurent de Potter - erasmus.gembloux@uliege.be
- Université de Namur (UNamur) : Carole Anciaux - international-mobility@unamur.be

In case of absence to one activity during the programme, the student contacts:

- The person in charge of international mobility in his/her host institution (see above)
- The programme coordinator : Anne-Catherine Vieujean - info@poledenamur.be

I undersigned (write in CAPITAL LETTERS) hereby certify to have taken knowledge of the present charter of the Integration Weeks as well as of the conditions for the recognition of the 3 ECTS credits available from it.

Date

Signature