

## 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 6 institutes for social promotion)<sup>1</sup>. 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 acclimatized 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 organise 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 periods<sup>2</sup> 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 an online test before the 2-week event and also a second language 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).

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<sup>1</sup> 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 *Institut supérieur industriel agronomique de Gembloux (ISIA-Gembloux, HECh)*, the *Institut supérieur de musique et de pédagogie (IMEP)*, the *Ecole industrielle de la Ville de Namur (EICVN)*, the *Ecole supérieure des affaires (ESA)*, the *Institut d'enseignement de promotion sociale de la Communauté française (IEPSCF-Cadets)*, the *Institut libre de formation permanente de Namur (ILFoP)*, the *Institut provincial de promotion sociale (IPFS)* and the *Institut technique de promotion sociale (ITN)*.

<sup>2</sup> A « period » is equivalent to a 50-minutes class.

These English classes are exclusively reserved for native French-speaking students and those who can prove a C2 level in French.

### **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](http://www.poledenamur.be).

### **Dates**

The « Integration Weeks » begin on Monday, August 31, 2020 and ends on Friday, August 1a, 2020. The final agenda will be made available to participants during the introduction session, on August 31, 2020.

### **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 July 05, 2020.

### **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 18<sup>th</sup> of August 2020. 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 to one language class or to 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 count 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 to the whole programme, from August 31<sup>st</sup> to September 13<sup>th</sup> included. The certificate of success will not be delivered to students who arrive late or do not participate to all activities during the programme. The visit of Namur by bike, organised on the first day of the programme is the only activity that is not compulsory. The student willing to be part of it has to mention it especially in the application form.
- Participate actively in at least 80% of the language classes (i.e. 32 class periods).
- Succeed in the language test organised at the end of the programme.
- Participate to all cultural activities listed in the programme (the only optional one being the Namur by bike event as explained above).
- 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.

## 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:

- HEAJ : Véronique Van Cauter - [veronique.vancauter@heaj.be](mailto:veronique.vancauter@heaj.be)
- HENALLUX : Marie-Anne Lecomte - [marie-anne.lecomte@henallux.be](mailto:marie-anne.lecomte@henallux.be)
- HEPN : Céline Legrand - [celine.legrand@province.namur.be](mailto:celine.legrand@province.namur.be)
- IMEP : Catherine Miller - [erasmus@imep.be](mailto:erasmus@imep.be)
- ULiège-GxABT : Laurent de Potter - [erasmus.gembloux@uliege.be](mailto:erasmus.gembloux@uliege.be)
- UNamur : Henrich Brunke - [henrich.brunke@unamur.be](mailto:henrich.brunke@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: Julie Failon - [julie.failon@poledenamur.be](mailto:julie.failon@poledenamur.be)

*I undersigned ..... 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