

INCOMING Student and Trainee Guide

Academic year 2019-2020



(pour la version française, rendez-vous sur la [page « Mobilité INCOMING »](#) de notre site web)



22 PLACE DU PARC – 7000 MONS – BELGIUM
(GROUND FLOOR)

incoming.relint@umons.ac.be
www.umons.ac.be/international

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YOUR ADMINISTRATIVE COORDINATORS AT THE INTERNATIONAL RELATIONS OFFICE

- **Mrs Géraldine BERGER**

Head of Office – Institutional Mobility Coordinator, ECTS and EURAXESS - relint@umons.ac.be

- **Mrs Virginie DUFRANCATEL**

INCOMING Mobility Coordinator for Erasmus and assimilated programmes (studies and placements) for all faculties and schools, except for FPSE, FTI-EII and FWEG - incoming.relint@umons.ac.be

- **Mrs Aude SEGERS**

OUTGOING and INCOMING Mobility Coordinator for Erasmus and assimilated programmes (studies and placements) for FPSE & FWEG - aude.segers@umons.ac.be

- **Mrs Sarah GRAINDORGE**

OUTGOING and INCOMING Mobility Coordinator for Erasmus and assimilated programmes (studies and placements) for the FTI-EII faculty - sarah.graindorge@umons.ac.be

PART 1 INCOMING STUDENT

You are a university student with an exchange agreement with the University of Mons and you have been nominated to spend a semester or a full academic year here.

During this period, you will be required to attend classes, take exams and acquire a certain number of credits that can then be validated by your home university on your return.

I. BEFORE YOUR ARRIVAL

Before your arrival, you will have compiled a file with the following documents:

Application forms

- Student Application Form
- Learning Agreement for studies
- Copy of your ID or passport
- Copy of your Health Insurance Card or proof of private health insurance
- Copy of your previous transcripts of records (for higher education).

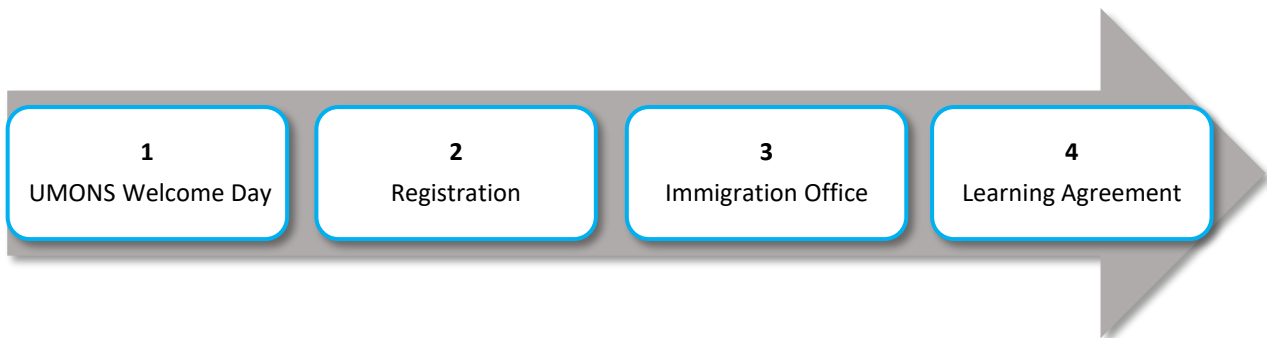
By now, for most of you, the 'Learning Agreement' will have been analysed by your UMONS faculty coordinator and will have been approved. As such, you can start your stay here in the best conditions.

For some students, some modifications will still have to be made to the study programme (see [Learning Agreement for studies](#), page 4).

If you have specific needs, and would like any form of assistance during your stay at UMONS, the association 'Les Cèdres' is there to deal with any requests (see [Les Cèdres](#), page 19).

II. DURING YOUR STAY

Upon arrival at UMONS, several administrative procedures need to be carried out. They should be done in the following order:



1. UMONS Welcome Day (Compulsory)

The aim of the UMONS Welcome Day is to provide you with all the information necessary for your stay here in Mons. It will take place on **Tuesday 10th September 2019** for students staying for the first term or for the entire academic year, and on **Tuesday 04th February 2020** for students arriving in the second term.

This **compulsory** event is a great way to get to know a bit about Mons, to find out about student life here and even to meet some of the members of staff that you will come to know during your stay.

During this “Welcome Day”, you will be given a “Welcome Pack”. It contains important documents, information about the city of Mons and a welcome gift. Among the documents, you will find one with the details of your appointment at the International Relations Office to register as a student at UMONS.

2. Registration

This needs to be done in person at the International Relations Office:

International Relations Office

Place du Parc 22
(ground floor)
7000 MONS

incoming.relint@umons.ac.be

You must come with the following documents:



A copy of your ID card and/or your passport and valid visa



A copy of your European Health Insurance Card or proof of your private health insurance policy indicating the period covered

Each student, having completed the pre-registration form (handed out on the Welcome Day), is invited to the office in order to check that all their paperwork is in order.

At this point in the process, you must bring several passport-sized photographs with you, preferably on a USB key, in order to go on to complete your official registration at the university.

Once this process is completed, you will be able to get your UMONS 'badge' and your university IT network access codes.

3. City of Mons Immigration Office

Population (Immigration Office)

Take a ticket on the Ground Floor and then make your way up to the First Floor

Rue Buisseret 2, 1st Floor – 7000 MONS

+32 65 40 54 10

population@ville.mons.be

Opening Times:

Monday to Friday from 08:00 to 12:30

First Saturday of the month from 09:00 to 12:00

Closed on public holidays, 2nd January, the Monday and Tuesday of the "Ducasse de Mons", and 27th September.

Owing to the fact that the status and situation of foreign students can be very different, you should contact the Immigration Office (Le Service des Etrangers) in Mons as soon as your admission at UMONS has been registered.

You must take the following documents with you, or provide the following information, to the Immigration Office:

For students coming **from the European Union**:

- Proof of identity (your **ID card** or **passport**),
- Proof of **insurance**: European Health Insurance Card (EHIC)
- Your **address** in Belgium
- Your signed **Learning Agreement** for studies and/or traineeship
- Your **declaration of registration** at UMONS (provided by the Registration Office at UMONS)
- 4 passport-sized **photographs** and **5 EUR**
- **Funding declaration**

For students coming **from non-European countries**:

- Proof of identity (your **ID card** or **passport**),
- Proof of **insurance** covering you for the whole mobility programme
- Your **address** in Belgium
- Your signed **Learning Agreement** for studies and/or traineeship
- Your **declaration of registration** at UMONS (provided by the Registration Office at UMONS)
- 4 passport-sized **photographs** and **5 EUR**
- Funding declaration
- **Visa** (student visa – Visa D)


The Immigration Office will give you a document attesting to your foreign student status. You must keep this document in a safe place!

4. Learning Agreement for studies

It is possible that your “Learning Agreement” (which had to be completed and then approved before your arrival) needs to be modified. Reasons for this modification could include a change of timetable, cancellation of a course, the selection of a course which does not correspond to your expectations, etc.

For this, you must complete a modification form. This form is included in the ‘During the Mobility’ part of the ‘Learning Agreement’.

The procedure to request modification of your initial study programme is as follows:

- 
- 1 Student**
The student must complete this form and have it signed by their faculty coordinator at UMONS, before handing it in to the faculty secretariat.
 - 2 International Relations Office at UMONS**
The International Relations Office verifies the modifications conform to the ‘Learning Agreement’ and sign the document only of the form already bears the signatures of the faculty coordinator and the student.
 - 3 Home Institution**
The International Relations Office sends the completed form to the coordinator at the student’s home institution.
 - 4 International Relations Office at UMONS**
Upon receipt of approval from the home institution, the International Relations Office will inform the student and their UMONS faculty coordinator of this.

If you are studying at UMONS for one term, your request for modification of your study programme must be made **within the 5 weeks** that follow the official beginning of the teaching period of the academic year (in case of you are studying at UMONS for the first term or the entire academic year), or **within the 5 weeks** that follow the official beginning of the teaching period of the second term if you are only studying at the UMONS for the second term.

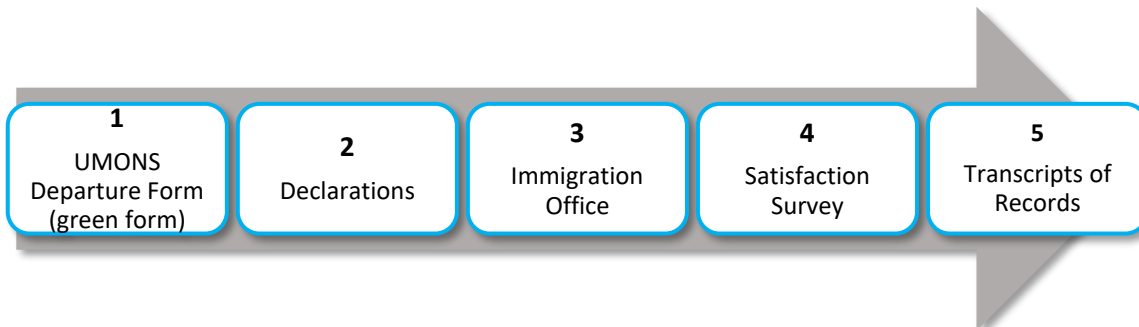
Once this timeframe has passed, no changes can be made to your study programme.

Therefore, your Learning Agreement must comply with the courses you take. It is important to highlight that your academic success could be compromised if you do not update your study programme.

You can see the list with all the administrative and academic coordinators from the different faculties on our website: <https://web.umons.ac.be/en/international/coordonateurs-facultaires/>

III. AT THE END OF YOUR STAY

The end of your stay at UMONS requires you to carry out a series of administrative procedures. They should be done in the following order:



1. UMONS Departure Form (green form)

This form was given to you during the 'Welcome Day' and must be handed in to the International Relations Office before you leave so that your file can be closed.

Different steps are necessary:

UMONS Université de Mons

Formulaire de départ
Etudiants et stagiaires internationaux - "Incoming"

Service Relations Internationales
International Office

Nom: _____ Prénoms(s): _____
 Université d'origine: _____ Pays: _____
 Programme d'échange: Erasmus+ Erasmus Belgica Time Double Diplôme
 Bilateral Institutional Agreement CIUTI Ciencias Sem Fronteiras WBI BCI
 Internship Autre
 Faculté d'accueil (UMONS): FMP FPMs FS FPSE FA+U FTI-EII FWEG ESHS IRSTL Law School
 Coordinateur facultaire (UMONS): _____
 Date d'arrivée: _____ Date de départ: _____
 Adresse (Dans le pays d'origine pour l'envoi des documents officiels, relevé de notes, etc.):

Les étudiants et stagiaires internationaux sont tenus de se rendre à l'Administration communale (Population - Service des étrangers) afin de signaler la date de départ.

Bibliothèque de la Faculté d'accueil
 Date: _____
 Signature et cachet de la Bibliothèque: _____
 L'étudiant est: en règle pas en règle

Cité universitaire
 Date: _____
 Signature et cachet du Service Logement: _____
 Paiements: en règle pas en règle
 Dettes: en règle pas en règle
 Dégâts: en règle pas en règle
 Caution: remboursée non remboursée

Logement en ville
 Adresse du logement: _____

 Date: _____
 Signature du propriétaire: _____
 Paiements: en règle pas en règle
 Dettes: en règle pas en règle
 Dégâts: en règle pas en règle
 Caution: remboursée non remboursée

Service des Relations Internationales
 Date: _____
 Signature et cachet du Service des Relations Internationales: _____
 L'étudiant est: en règle pas en règle

Step 1: The first part is to be completed by the student.

Step 2: Students should take this form to the host faculty library so that this section can be completed by them.

- Only students staying in University Halls should complete step 3.
- Students staying in private accommodation in the town must follow steps 4 and 5.

Step 3: Students staying in University Halls should go to the housing service in order for them to complete this section of the form.

The housing service will then keep this form and send it to the International Relations Office.

For these students there is no need to follow steps 4 and 5.

Step 5: Having completed the earlier steps, students must hand the form in to the International Relations Office.

Step 4: Students staying in private accommodation need to complete this section of the form.

To summarise:

- ° Students staying in University Halls must follow steps 1, 2 and 3.
- ° Students staying in private accommodation must follow steps 1, 2, 4 and 5.

2. Declarations

Your home institution will probably require you to have one or more declarations and/or certificates completed (departure form, proof of stay, proof of course attendance, etc.).

The International Relations Office at UMONS will complete any necessary documents **only if the Departure Form (green form) has already been completed**, will provide you with the original and will send a scan of the document to your home institution.

It is essential that you hand in the originals to your home institution in order for you to receive full funding.

Please note: **Only one original will be drawn up.** Should you lose this original no replacement can be given!

3. City of Mons Immigration Office

A few days before you leave, we recommend that you return to the Immigration Office (in Mons) in order to inform them of the end of your stay and your return to your home country.

This formality will help you to avoid any issues once you return to your home country and will allow the local administration to close your file.

4. Satisfaction Survey

At the end of your stay, you will receive an email inviting you to complete our satisfaction survey about your stay at UMONS. You will be asked to answer questions about different aspects of your stay at the University. Please, do not forget to fill in the survey. It will only take you a few minutes and it will help us improve the way we welcome and help our international students!

5. Transcripts of Records

Your exam results will be recorded by the faculty secretariat and then sent to the International Relations Office. They will then draw up your transcript. **This will be done automatically; you do not have to request this service.** The original of your transcript will be sent to you by post, and a copy will be sent by e-mail to both you and your home university. This is the **only means** by which you will be informed of your results. Along with your transcript, you will receive information about the resit assessment period. Do not forget to email the International Relations Office if you have to retake some exams.

This document is drawn up in the **5 weeks that follow the official end of the exams.**

PART 2 INCOMING TRAINEE

You are a university student with or without an exchange agreement with the University of Mons and you have been nominated to carry out a placement for a fixed period.

You can do this within the Erasmus+ framework or based on a placement agreement, which has been specifically established for this purpose.

During this mobility period, you will be required to work within a research department or laboratory in order to improve your training or as part of your Master thesis.

I. BEFORE YOUR ARRIVAL

Before your arrival, you will have compiled a file with the following documents:

Candidate File

- Learning Agreement for Traineeship (Erasmus+ programme) ou Placement Agreement
- Copy of your ID card or passport
- Copy of your European Health Insurance Card or proof of private health insurance.

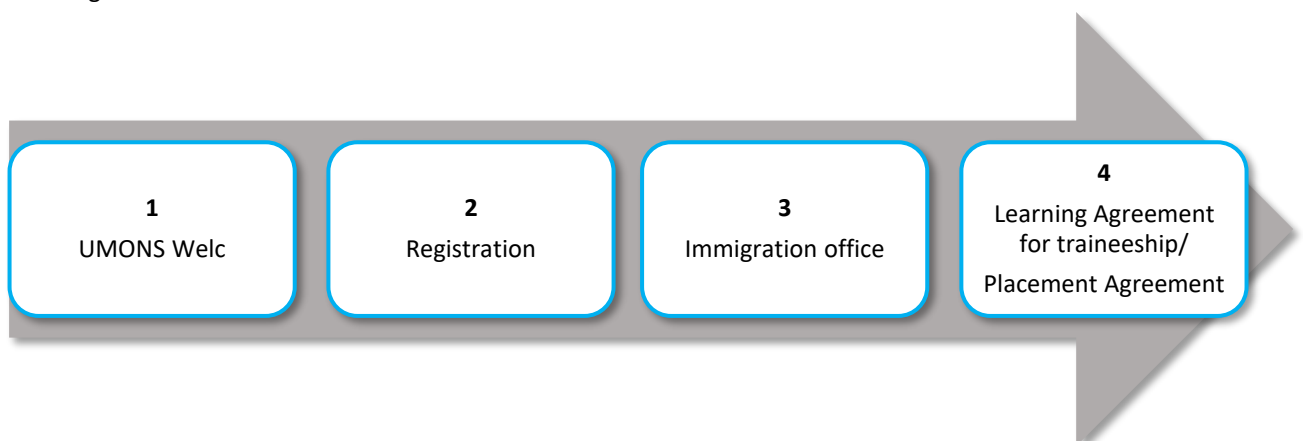
By now, for most of you, the “Learning Agreement for Traineeship” or the “Placement Agreement” will have been analysed by those concerned at your home institution, by yourself, by your placement supervisor at UMONS and the UMONS International Relations Office. As such, you can start your stay here in the best conditions.

For some students certain modifications will still have to be made to the study programme (see [Learning Agreement for Traineeship/Placement Agreement](#), page 10).

If you have specific needs, and would like any form of assistance during your stay at UMONS, the association ‘Les Cèdres’ is there to deal with any requests (see [Les Cèdres](#), page 19).

II. DURING YOUR STAY

Upon arrival at UMONS, several administrative procedures need to be carried out. They should be done in the following order:



1. UMONS Welcome Day (optional for trainees)

The aim of the UMONS Welcome Day is to provide you with all the information necessary for your stay here in Mons. It will take place on **Tuesday 10th September 2019** for students staying for the first term or for the entire academic year, and on **Tuesday 04th February 2020** for students arriving in the second term. This event is a great way to get to know a bit about Mons, to find out about student life here and even to meet some of the members of staff that you will come to know during your stay.

During this “Welcome Day”, you will be given a “Welcome Pack”. It contains important documents, information about the city of Mons and a welcome gift. Among the documents, you will find one with the details of your appointment at the International Relations Office to register as a student at UMONS.

This session is **optional for trainees**. Since the placement periods are variable, we are aware that it is sometimes impossible to attend this session at the beginning of each semester. Therefore, an individual appointment can be made on your arrival in order for you to receive the information usually communicated during the welcome sessions.

2. Registration

This needs to be done in person at the International Relations Office:



You must come with the following documents:



A copy of your ID card and/or your passport and valid visa



A copy of your European Health Insurance Card or proof of your private health insurance policy indicating the period covered

Each student is invited to the office in order to check that all their paperwork is in order. There, you will also be required to read and approve the regulations applicable to placements.

At this point in the process, you must bring several passport-sized photographs with you, preferably on a USB key, in order to go on to complete your official registration at the university.

Once this process is completed, you will be able to get your UMONS ‘badge’ and your university IT network access codes.

3. City of Mons Immigration Office

Population (Immigration Office)

Take a ticket on the Ground Floor and then make your way up to the First Floor

Rue Buisseret 2, 1st Floor – 7000 MONS

+32 65 40 54 10

population@ville.mons.be

Opening Times:

Monday to Friday from 08:00 to 12:30

First Saturday of the month from 09:00 to 12:00

Closed on public holidays, 2nd January, the Monday and Tuesday of the "Ducasse de Mons", and 27th September.

Owing to the fact that the status and situation of foreign students can be very different, you should contact the Immigration Office (*Service des Etrangers*) in Mons as soon as your admission at UMONS has been registered.

You must take the following documents with you, or provide the following information, to the Immigration Office:

For students coming from the European Union:

- Proof of identity (your EU ID card or passport),
- European Health Insurance Card (EHIC)
- Your address in Belgium
- Your Erasmus declaration (provided by your home institution or the International Relations Office at UMONS)
- Your declaration of registration at UMONS (provided by the Registration Office at UMONS)
- 4 passport-sized photographs and 5 EUR
- Funding declaration

For students coming from non-European countries:

- Proof of identity (your ID card or passport),
- Proof of insurance covering you for the whole mobility programme
- Your address in Belgium
- Your mobility programme declaration (provided by your home institution or the International Relations Office at UMONS)
- Your declaration of registration at UMONS (provided by the Registration Office at UMONS)
- 4 passport-sized photographs and 5 EUR
- Funding declaration
- Visa (student visa – Visa D)

A document attesting to your foreign student status will be given to you by the Immigration Office. You must keep this document in a safe place!

4. Learning Agreement for Traineeship/Placement Agreement

Your “Learning Agreement” or “Placement Agreement” (which must be completed and approved prior to your arrival at UMONS) may need to be modified after you register at UMONS.

An extension of your placement or the addition/deletion of a subject in your programme may be reasons for modifying your Learning Agreement for Traineeship/Placement Agreement.

For this, you must complete a modification form. This form is included in the “During the Mobility” part of the “Learning Agreement” or the Placement Agreement.

The procedure to request modification of your initial study programme is as follows:

- 1 **Student**
The student must complete this form and have it signed by their placement supervisor at UMONS, before handing it in to the faculty secretariat.
- 2 **International Relations Office at UMONS**
The International Relations Office verifies the modifications conform to the ‘Learning Agreement’ and sign the document only if the form already bears the signatures of the UMONS placement supervisor and the student.
- 3 **Home Institution**
The International Relations Office sends the completed form to the coordinator at the student’s home institution.
- 4 **International Relations Office at UMONS**
Upon receipt of approval from the home institution, the International Relations Office will inform the student and their UMONS placement supervisor of this.

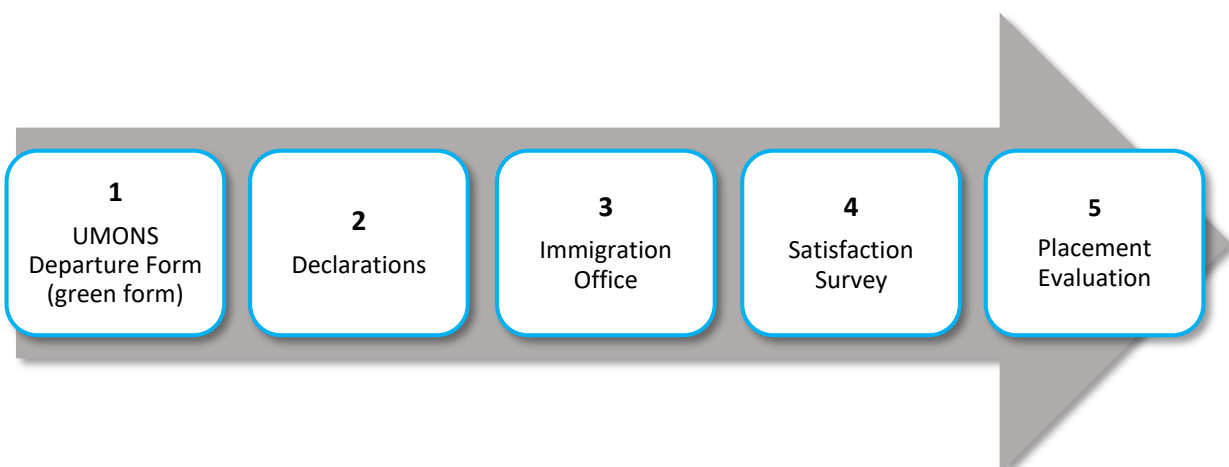
Any changes must be submitted as soon as possible and no later than **one month before the end of your mobility programme.**

Once this timeframe has passed, no changes can be made to your study programme.

We therefore draw your attention to the fact that the success of your year may be compromised by simply not updating your Learning Agreement for Traineeship/Placement Agreement.

III. AT THE END OF YOUR STAY

The end of your stay at UMONS requires you to carry out a series of administrative procedures. They should be done in the following order:



1. UMONS Departure Form (green form)

This form was given to you during the 'Welcome Day' and must be handed in to the International Relations Office before you leave so that your file can be closed.

Different steps are necessary:

UMONS Université de Mons

Formulaire de départ
Etudiants et stagiaires internationaux - "Incoming"

Service Relations Internationales

Nom: _____ Prénoms(s): _____
 Université d'origine: _____ Pays: _____
 Programme d'échange: Erasmus+ Erasmus Belgica Time Double Diplôme
 Bilateral Institutional Agreement CIUTI Ciencias Sem Fronteiras WBI BCI
 Internship Autre
 Faculté d'accueil (UMONS): FMP FPMs FS FPSE FA+U FTI-EII FWEG ESHS IRSTL Law School
 Coordinateur facultaire (UMONS): _____
 Date d'arrivée: _____ Date de départ: _____
 Adresse (Dans le pays d'origine pour l'envoi des documents officiels, relevé de notes, etc.): _____

Les étudiants et stagiaires internationaux sont tenus de se rendre à l'Administration communale (Population – Service des étrangers) afin de signaler la date de départ.

Bibliothèque de la Faculté d'accueil
 Date: _____
 Signature et cachet de la Bibliothèque: _____ L'étudiant est: en règle pas en règle

Cité universitaire
 Date: _____
 Signature et cachet du Service Logement: _____
 Paiements: en règle pas en règle
 Dettes: en règle pas en règle
 Dégâts: en règle pas en règle
 Caution: remboursée non remboursée

Logement en ville
 Adresse du logement: _____
 Date: _____
 Signature du propriétaire: _____
 Paiements: en règle pas en règle
 Dettes: en règle pas en règle
 Dégâts: en règle pas en règle
 Caution: remboursée non remboursée

Service des Relations Internationales
 Date: _____
 Signature et cachet du Service des Relations Internationales: _____
 L'étudiant est: en règle pas en règle

Step 1: The first part is to be completed by the student.

Step 2: Students should take this form to the host faculty library so that this section can be completed by them.

- Only students staying in University Halls should complete step 3.
- Students staying in private accommodation in the town must follow steps 4 and 5.

Step 3: Students staying in University Halls should go to the housing service in order for them to complete this section of the form.

The housing service will then keep this form and send it to the International Relations Office.

For these students there is no need to follow steps 4 and 5.

Step 5: Having completed the earlier steps, students must hand the form in to the International Relations Office.

Step 4: Students staying in private accommodation need to complete this section of the form.

To summarise:

- ° Students staying in University Halls must follow steps 1, 2 and 3.
- ° Students staying in private accommodation must follow steps 1, 2, 4 and 5.

2. Declarations

Your home institution will probably require you to have one or more declarations and/or certificates completed (departure form, proof of stay, proof of course attendance, etc.).

The International Relations Office at UMONS will complete any necessary documents **only if the Departure form (green form) has already been completed**, will provide you with the original and will send a scan of the document to your home institution.

It is essential that you hand in the originals to your home institution in order for you to receive full funding.

Please note: **Only one original will be drawn up.** Should you lose this original no replacement can be given!

3. Immigration Office

Before you leave, we recommend that you return to the Immigration Office (in Mons) in order to inform them of the end of your stay and your return to your home country.

This formality will help you to avoid any issues once you return to your home country and will allow the local administration to close your file.

4. Satisfaction Survey

At the end of your stay, you will receive an email inviting you to complete our satisfaction survey about your stay at UMONS. You will be asked to answer questions about different aspects of your stay at the University. Please, do not forget to fill in the survey. It will only take you a few minutes and it will help us improve the way we welcome and help our international students!

5. Placement Evaluation

Your Placement Evaluation will be carried out by your supervisor. The results will be sent to you within a reasonable amount of time following your return.

PART 3 LIFE ON CAMPUS

1. Academic Calendar

2. Learning French

To help international students learn or improve French, UMONS offers various French courses (FLE – Français Langue Etrangère) at the Centre of Modern Languages (CLV). Before the official start of the term, you will have the chance to attend a 2 week-seminar to improve your French, enjoy some cultural activities and discover the region.

Furthermore, French courses are organised throughout the year and students can get 5 ECTS if they pass them. If you wish to have more information about the 2-week seminar or our other French courses, please check our website: <https://web.umons.ac.be/en/international/french-language-courses/> or send an email to Laurence.CHAINAYE@umons.ac.be.

3. TANDEmONS

The TANDEmONS initiative aims to encourage meetings between students of different nationalities and cultures. This allows international students to integrate as effectively as possible and provides UMONS students, who are already well acquainted with student life in Mons, the opportunity to discover a new culture and language. If you wish to take part in this adventure, please send an email to tandemons@umons.ac.be or visit their Facebook page: <https://www.facebook.com/Tandemons-1418243691797004/>

4. Accommodation

There are two accommodation possibilities during your mobility programme: either in one of the University's halls of residence or housing in the private sector.

Halls of Residence

Accommodation in halls of residence is available to international students. However, it is impossible to satisfy all requests since the number of rooms available is limited.

Information on how to reserve accommodation in halls is communicated following acceptance of your stay at UMONS and upon completion of your file.

UMONS has several halls close to its campuses. Some rooms from other halls could be provided to international students, depending on availability.

Cité de la Grande Triperie
Rue de la Grande Triperie 30-34 – 7000 MONS



This recently renovated residence has 100 single bedrooms, all with toilet and shower facilities. The building also has communal kitchens, and has been designed as a modern, comfortable and eco-friendly living environment. This hall is situated in the heart of the town, only a 5-minute walk from the Grand Place, meaning that there are plenty of amenities close by.

Cité Kots UMONS 1 and 2

Rue de la Grande Triperie, 11 – 7000 Mons

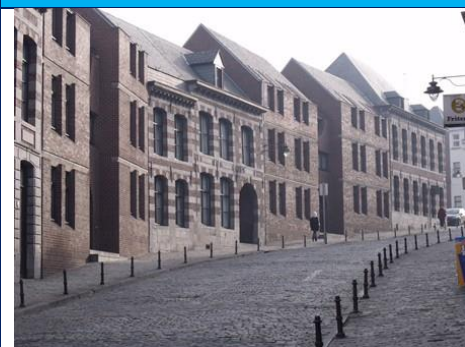


This residence, with its calm but central location, has single bedrooms (bathroom and kitchen facilities shared between 10 bedrooms) and double bedrooms, most of which have their own kitchenettes and bathroom. This hall has communal spaces on the ground floor, including a sports hall and a laundry, and there is a garden at the back of the building.

Cité Jacques Franeau

Rue du Parc, 26-28-30-32 – 7000 Mons

Ruelle du Cerf Blanc, 1-3 – 7000 Mons



This housing area, located near the Warocqué School, is composed of 6 buildings which have single rooms, double rooms and double occupancy duplexes. There is a communal kitchen and study room in each of the buildings. In total, there are 70 bedrooms, the vast majority of which have private bathroom facilities.

Cité Pierre Houzeau de Lehaie

Boulevard Dolez, 69 – 7000 Mons



This residence offers 288 single bedrooms with individual bathrooms and shared kitchen facilities. The building also has a laundry room and a common room. What's more, this is the site of the Houzeau canteen and one of the student bars.

Cité d'Egmont Place Warocqué, 16 – 7000 Mons



This building is on the Warocqué crossroad. It has 14 individual bedrooms, and has communal bathroom, toilet and kitchen facilities.

Accommodation in the private sector

If no more housing is available in halls of residence once your application to UMONS has been accepted and confirmed, you will be provided with a list of available accommodation located in the town centre.

Please note: UMONS declines all responsibility in the event of dispute with landlords in the private sector.

If you do not have accommodation on your arrival, there are a number of temporary solutions:

- Youth hostel: <http://www.lesaubergesdejeunesse.be>
- Ibis hotel: www.ibismons.be/
- Infotel hotel: www.hotelfotel.be
- Le Terminus hotel: www.le-terminus.be

Some useful information:

A “kot”: A single room in a building where other students live. This type of accommodation is usually furnished, but the bathroom and kitchen are often shared.

A studio: Bigger and more expensive than a “kot”, sometimes furnished, with a private kitchen and bathroom.

When reserving accommodation, you may be asked to pay a deposit equal to one month's rent before coming to Belgium. This deposit will be refunded upon departure provided you have left the accommodation in good condition.

If you later decide that you no longer want the accommodation, you will be responsible for finding a replacement tenant and you may have to pay the rent equivalent to the months you would have occupied the accommodation.

Some useful links:

- Logement intergénérationnel: Un toit deux âges: <http://www.1toit2ages.be>
- Infor Jeunes: <http://www.infor-jeunes.be>
- KotPlanet: <http://www.kotplanet.be>
- kots.be: <http://www.kots.be>
- Facebook pages about accommodation : <https://www.facebook.com/groups/706053069469135/> ; <https://www.facebook.com/groups/724727964285046/> ; <https://www.facebook.com/groups/339291109556745/>
- Websites about accommodation : <https://ikot.be/fr/colocation-mons> ; <https://www.kotplanet.be/category/kots/> ; <https://www.kotamons.be/> ; <https://lc.cx/mnPw> ; <http://be.chambrealouer.com/location/BE-Belgique/mons> ; <http://mons-kot.be/> ; <https://www.student.be/fr/mons/kots-a-louer> ; <https://skot.be/kot-mons> ; <https://www.appartager.be/> ; <http://www.vivastreet.be/annonces-colocation/mons> ; <https://kotsetstok.wixsite.com/kots>

5. The University Campuses

UMONS is at the heart of the city of Mons. Different UMONS campuses are located in the centre and on the outskirts of the city.

6. Computer Facilities

There are several computer rooms available for student to use:

- Nimy site: Salle Escher from 8:00 to 20:00.
- Warocqué site: Room 028L from 7:30 to 18:30.
- Houdain site: Room 06 from 8:00 to 20:00.
- Epargne site: Language Lab from 9:00 to 17:00.

7. Timetables

The course timetables are available online via the *Hyperplanning* platform

www.umons.ac.be/horaires

8. Libraries**Library of the Faculty of Architecture and Urban Planning**

Rue d'Havré, 88 – 7000 Mons – Tel.: +32 65 55 48 16

bibliotheque.fau@umons.ac.be

Opening hours

- Monday to Thursday from 8:00 to 12:00 and from 12:00 to 16:30
- Friday from 8:00 to 12:00 and from 12:30 to 16:00.

Central Library

Rue Marguerite Bervoets, 2 – 7000 Mons – Tel. +32 65 37 30 55

bibliotheque.centrale@umons.ac.be

Opening hours

- Monday to Friday from 8:30 to 17:00.

Linguistics Library

Avenue du Champs de Mars, 6 (Pentagone) – 7000 Mons – Tel.: +32 65 37 36 48
bibliotheque.linguistique@umons.ac.be

Opening hours

- Monday to Friday from 8:00 to 17:00.

Library of the Faculty of Engineering

Rue de Houdain, 9 – 7000 Mons – Tel.: +32 65 37 40 10
bibliotheque.fpms@umons.ac.be

Opening hours

- Monday to Wednesday from 8:00 to 17:00.
- Thursday from 8:00 to 18:00,
- Friday from 8:00 to 16:30.

Library of the Warocqué School of Business and Economics

Tel.: +32 65 37 30 67 or +32 65 37 32 27
bibliotheque.FWEG@umons.ac.be

Library of the Faculty of Psychology and Education and the Faculty of Human and Social Sciences Library

Léna Jonas – Tel: +32 65 37 30 64; Isabelle Vanden Eynde – Tel.: +32 65 37 30 66
bibliotheque.FPSE@umons.ac.be

Testothèque – Tests Library

The "Testothèque" is only accessible to students and graduates from the Faculty of Psychology and Education. Items may be taken out on loan for 2 days.

Opening hours

- Monday, Wednesday and Friday from 8:30 to 12:00 and from 13:00 to 17:00.

Library of the Law School

Isabelle Fadeur – Tel.: +32 65 37 30 62
bibliotheque.droit@umons.ac.be

Library of the Faculty of Science and the Faculty of Medicine and Pharmacy

Avenue du Champ de Mars, 6 (Pentagon Building) – 7000 Mons – Tel.: +32 65 37 36 47
bibliotheque.FSFMP@umons.ac.be

Opening hours

- Monday to Friday from 8:00 to 17:00

9. University Cafeterias

There are 2 cafeterias where UMONS staff and students are able to purchase and eat lunch: the cafeterias "**Houzeau**" and "**Plaine**".

The "**Houzeau**" cafeteria can be found on the ground floor of the Pierre Houzeau de Lehaie student hall of residence (Boulevard Dolez 69), while the "**Plaine**" cafeteria is at the "**Plaine**" campus (Plaine de Nimy, Avenue du Champs de Mars).

Every lunchtime, the two self-service cafeterias serve a choice of hot meals as well as a "suggestion of the week" and various cold dishes or sandwiches. Chips, salad, soup, desserts, fresh fruit and a range of drinks can also be purchased.

Hot meals are served Monday to Friday from 11:30 until 14:00, while sandwiches are served from 10:00 until 17:00. In addition, the "Plaine" cafeteria is open from 10:00 until 17:00 and is equipped with Wi-Fi. During the hours that meals are served, only diners can use the cafeteria.

Both cafeterias offer the same menu at the same time (with some exceptions). The menu is updated regularly.

Dishes can also be taken away in microwaveable dishes.

10. Social Services Office

The Social Services Unit offers students and their families assistance in many areas, including giving personalised information, financial aid and psychological support. They also have a housing guide available free of charge, which lists available housing, and they consolidate all the offers and requests for student jobs.



11. Educational Support Department (SAP)

The Educational Support Department helps students get the most out of their student experience and reach their full potential by:

- **Providing information**

Discover the study programmes available, the courses on offer, the pathways to study, the opportunities, etc.

- **Helping them find their study path or specialisation**

Choose courses according to personal interests, the modules covered, a professional project, the appropriate study path, or even transitional courses.

- **Guiding them on how to pass their studies**

Help students develop learning strategies tailored to their personal characteristics and the requirements of the university.

Throughout their studies, the Educational Support Department is there to help students with any personal and psychological challenges. They are there to support students, help them understand their limits and visualise and overcome any difficulties.

Free and Confidential Service

You can book an appointment (by phone or e-mail pascale.dubois@umons.ac.be) with Pascale DUBOIS, educational psychologist and student advisor, from Monday to Friday from 08h30 to 12h and from 13h30 to 16h.

Educational Support Department (SAP)

Verlaine Building (1st Floor)
Rue du Rossignol 1 - 7000 MONS

+32 65 37 30 97

sap-etudiants@umons.ac.be

12. Les Cèdres

This UMONS non-profit centre for research and action offers support and personalised educational assistance for students with specific needs ¹.

Les Cèdres can help by:

- welcoming and establishing the status of students with specific needs
- analysing the specific needs of individual students
- developing individual support plans
- assisting with educational support for students with specific needs (sign language translation, specific teaching methods, individual explanations, etc.).

Les Cèdres

Campus Plaine de Nimy
Avenue Maistriau 19 - 7000 MONS
(Building 4, 1st Floor, Room 124)

+32 65 37 33 73

lescedres@umons.ac.be

13. Student Associations



Many of the students of UMONS are members of associations within their respective Faculties or Institutes. They communicate via websites, forums and social networks. It would be impossible to list them all here, but you can find more information here: <https://web.umons.ac.be/fr/vie-campus/les-associations-detudiants/>

ESN

ESN aims to work in the interest of students who are spending a part of their academic life at a higher education institution abroad. The organisation works to improve the conditions for present and future exchange students, to promote the exchange experience, and is involved, directly or indirectly, in every aspect of this subject as broadly as possible.

¹ Defined as any student who may be hindered from participating equally in academic life as a result of physical disabilities, learning difficulties, chronic illness, or other difficulties.

ESN Mons was created in February 2015 by Aude Segers, former president of the association, and works with the UMONS International Relations Office and the *Pôle Hainuyer* (academic group) in order to support international student integration and to help these students during their mobility programmes in Mons.

Website: www.esnmons.be

Facebook page: www.facebook.com/esn.mons/

14. Cultural Affairs Unit

At UMONS, culture is at the heart of university life. Students and staff members have privileged access to many cultural activities organised by the University and its partners. Theatre, cinema, exhibitions, concerts, photography workshops, improv...

The mission of the Cultural Affairs Unit is to facilitate access to culture for all UMONS members.



15. UMONS-Sport

UMONS-sport is a sports club run mainly by students. Whether you are an accomplished sports enthusiast or a simple amateur, UMONS offers activities for everyone and for all tastes. UMONS-sport organises numerous diverse weekly activities, such as badminton, Zumba, climbing and jogging. These sessions are open to UMONS members by means of a single payment of 10 euros for the UMONS-sport card, which can be purchased at the Sports Units or from one of the activity leaders. Activities take place in sports clubs in the local area or at the UMONS sports hall on the Plaine de Nimy campus.



16. YOU FM

YOUFM – UMONS Radio



YOUFM is the UMONS radio station, broadcasting on 106.9 FM and on the internet at www.youfm.be

YOUFM received its broadcast license in June 2008 and has since been recognised as a community radio station with a cultural and educational purpose by the audio-visual regulatory authority.

YOUFM has more than 30 programmes, over 60 hosts, and the best music 24/7!

YOUFM works in collaboration with UMONS Extension and the Science Carré. Outside the University, it also has several partners: Manège. Mons, the Modern Art Museum BAM, the Mundaneum, Plaza Art, la Chapelle, the International Love Film Festival, etc.

YOUFM

radio@umons.ac.be

Email Studio: youfm@live.com

MSN Studio: Youfm@live.com

Facebook:

<http://www.facebook.com/youfmbe>

17. University Press (PUM)

The service that publishes the course syllabi is located below the cafeteria on the Plaine de Nimy campus. These syllabi² (course notes written by the lecturers and student notes) and reference books are available here.

Opening times are available online:

<http://portail.umons.ac.be/FR/universite/admin/logistique/pum/Pages/PUM.aspx>

Presses Universitaires (PUM)

Campus de la Plaine

Avenue du Champ de Mars 20 - 7000 MONS

+32 65 37 36 56

Students of the Faculty of Engineering students can buy their syllabi at the **FPMs Students' Course Press** located in the Cité Houzeau (5. Halls of Residence). Information can be found on the Facebook page:

<https://www.facebook.com/pages/Mutuelle-d%C3%89dition-FPMs/107876299350688?fref=ts>.

² Course notes written by teachers or students' notes validated by teachers.

1. Halls European Health Insurance Card



The European Health Insurance Card (EHIC) is a free card that enables you to access the public health system, should you need to, during a temporary stay in any of the EU member states, Iceland, Liechtenstein, Norway or Switzerland. Using this card means that you receive healthcare according to the same conditions and for the same price (free in certain countries) as those who are insured in that country.

The European Health Insurance Card:

- is not a replacement for a travel insurance policy as it covers neither private healthcare, nor transport back to your country of origin, nor compensation in the case of loss or theft
- does not cover medical fees for treatment planned abroad
- cannot guarantee free medical treatment, as healthcare systems vary from one country to another, and what may be free of charge in your country may not be in another.

If you are a non-EU citizen, you will need to take out health insurance with a third-party insurer that will provide you with a certificate clearly indicating the coverage period.

Since individual health insurance is compulsory in Belgium, we recommend that you go to a health insurance provider ("mutuelle") of your choice as soon as possible after arriving in Belgium to ensure that your insurance or your European Health Insurance Card allows you to be refunded for healthcare.

There are several health insurance providers located in the town centre:

	Mutualité Chrétienne	Rue des Canonniers 3 7000 MONS +32 65 40 26 26 haipi@mc.be
	Mutualité Libérale Hainaut-Namur	Rue des Arbalestriers 88 7000 MONS +32 65 35 22 57
	Mutualité Neutre du Hainaut	Rue Masquelier 8 7000 MONS +32 65 84 29 32 mons@mut216.be
	Partena Mut	Boulevard Saintelette 73/75 7000 MONS +32 65 32 06 05
	Solidaris Mons-Wallonie Picarde	Boulevard Gendebien 6 7000 MONS +32 68 84 89 50 315.emut@solidaris.be

2. Hospitals

C.H.U. Ambroise Paré

Boulevard du Président Kennedy 2
7000 MONS
+32 65 41 40 00 (General)
+32 65 41 41 41 (Consultations)
www.hap.be

C.H.R.-Mons-Hainaut – Clinique Saint- Joseph

Avenue Baudouin de Constantinople 5
7000 MONS
+32 65 38 55 11
<http://www.chrmonshainaut.be/>

See also:

https://portail.umons.ac.be/FR/universite/admin/aff_etudiant/serv_social/sante/Pages/HopitauxetmaisonsmedicalesdeMons.aspx

3. Doctors

AOUN Rym-Sarah	Chaussée du Roeulx 117 – 7000 MONS	+32 499 85 00 65
BASTIN Christian	Rue de Nimy 111 – 7000 Mons	+32 65 33 54 36
BLOMART Muriel	Rue Sainte-Barbe 54b – 7000 MONS	+32 65 34 93 87
BORHOUSE Nathalie	Boulevard Albert Elisabeth 72 – 7000 MONS	+32 65 33 49 46
BUECHE Micaela	Rue H. Dunant 2c – 7000 MONS	+32 65 84 16 20
CANIVEZ Christine	Avenue du Général De Gaulle 150 – 7000 MONS	+32 65 84 84 09
CAPETTE Brigitte	Avenue de Jemappes 135 – 7000 MONS	+32 65 34 88 01
DEPELCHIN Christian	Avenue d'Hyon 141 – 7000 MONS	+32 65 35 35 62
DESCAMPS François-Xavier	Boulevard Albert Elisabeth 99/5 – 7000 MONS	-
DUBREUCQ Valentine	Avenue Frère Orban 22 – 7000 MONS	+32 473 27 31 53
DUCOBU Sophie	Avenue Frère Orban 22 – 7000 MONS	+32 65 33 45 33
FOURET Guillaume	Boulevard Kennedy 73 – 7000 MONS	+32 65 33 66 54
GOBERT Maxime	Avenue Frère Orban 22 – 7000 MONS	+32 491 95 19 74
HISMANS Cyrielle	Chaussée de Binche 101 – 7000 MONS	+32 65 73 10 63
JONAS Thierry	Boulevard Saintelette 5 – 7000 MONS	+32 65 35 44 41
LECLERCQ Cécile	Rue de la Raquette 36 – 7000 MONS	+32 65 35 59 88
MAZZOLENI Jean-Marie	Avenue Reine Astrid 47 – 7000 MONS	+32 65 31 31 88
NEERDAEL Bénédicte	Rue de la Raquette 36 – 7000 MONS	+32 65 35 59 88
PERRONE Laëtitia	Boulevard Saintelette 44 – 7000 MONS	-
ROGER Michel	Rue des Canoniers 2 – 7000 MONS	+32 65 31 76 66
SCHONNE Hugues	Rue des Capucins 57 – 7000 MONS	+32 65 35 24 42
SCHOONBROODT Marc	Digue des peupliers 84 – 7000 MONS	+32 65 33 55 19
SCIERA Virginie	Avenue de Jemappes 135 – 7000 MONS	+32 65 34 88 01
VAN EYLL Alain	Avenue de Jemappes 135 – 7000 MONS	+32 65 34 88 01

Please note, on Saturdays, Sundays and Public Holidays, there is a doctor on call from 8:00 to 22:00, just as there is an on call doctor during the week from 18:00 throughout the night.

This out-of-hours station is located behind the emergency ward of the Ambroise Paré hospital.
The number to call from within Mons is **1733**.

This on-call service is provided by a General Practitioner and is not an emergency service.

In case of emergency, please call 112.

<http://www.amgmons.be/index.php?page=postedegarde>

4. In an emergency phone 112!



The emergency number "112" is the only emergency number that you can phone for free throughout Europe. Call this number if you need the fire service, medical assistance or the police.



5. Pharmacies

BEFFROI	Rue des Fripiers 10 – 7000 MONS	+32 65 31 86 52
Bois de Mons	Chaussée de Binche 92 – 7000 MONS	+32 65 35 31 08
BOLOME C.	Avenue de la Joyeuse Entrée 60 – 7000 MONS	+32 65 31 53 23
CORNEZ F.	Avenue de l'Hôpital 91 – 7000 MONS	+32 65 31 90 06
DE NEEF N.	Chemin des Mourdreux 5A – 7000 MONS	+32 65 33 66 15
DELPATURE – HANSART	Rue de l'Athénée 19 – 7000 MONS	+32 65 35 33 84
LHOIR	Chaussée de Bruxelles 30A – 7000 MONS	+32 65 33 56 33
MAESEN B.	Rue des 4 Fils Aymon 2 – 7000 MONS	+32 65 35 43 44 +32 478 99 38 08
MARIAGE	Rue de Bertaimont 20 – 7000 MONS	+32 65 35 10 64
MARTIN	Rue de Nimy 25 – 7000 MONS	+32 65 35 38 70 +32 496 20 05 83
MESSINES	Grand'rue 85 – 7000 MONS	+32 65 35 22 47
MEYLEMANS N.	Rue d'Havré 100 – 7000 MONS	+32 65 35 12 09
Multipharma	Rue d'Havré 52 – 7000 MONS Rue Rogier 9	+32 65 35 13 72 +32 65 35 33 42 www.multipharma.be
Pharmacie du Car d'Or	Grand'Rue 11 – 7000 MONS	+32 65 35 14 94 +32 478 20 29 55
SCHNEIDER	Avenue d'Hyon 2 – 7000 MONS	+32 35 33 55 50
SOBEGA PHARMA	Rue des Quatre fils Aymon 2 – 7000 MONS	+32 65 35 43 44
St-Georges	Rue de Nimy 62 – 7000 MONS	+32 65 36 14 12
VREUX	Grand'Rue 56 – 7000 MONS	+32 65 35 21 09

A list of out-of-hours pharmacies can be found here: <http://www.pharmacie.be/>

6. Dentists

In alphabetical order:

Centre dentaire des Alliés	Place des Alliés 4bis 7000 MONS	+32 65 34 85 97 http://www.centredentaire-des-allies.be/
Cabinet dentaire de Mons	Route d'Obourg 69b 7000 MONS	+32 65 31 81 48 http://www.cabinetdentairedemons.com

7. Transport

The City of Mons has a train station. What's more, the closest airport can be found on the outskirts of Charleroi, which is situated around 50 km south of Mons (Brussels South – Charleroi).

It is easy to get around Mons on foot and by bike. There is also the Intra-Muros Bus Circuit which you can use to travel within the city and out to the local shopping centre.

An information sheet giving details about how to get around Mons can be found in your Welcome Pack.

Some useful links:

- SNCB: www.b-rail.be
- Brussels South – Charleroi: www.charleroi-airport.com
- Brussels Airport (Zaventem): www.brusselsairport.be
- TEC: www.infotec.be

8. Opening a bank account

In order to facilitate your stay, you will probably have to open a bank account in Belgium. However, this process will only be possible after you register with the UMONS. Banks will ask you for the following documents:

- A valid identity document (passport and visa or identity card)
- Your address in Belgium
- Your certificate of registration at UMONS

We cannot direct you to a particular bank, but there are many located in the town centre.

9. Mobile phone network

Belgium is covered by a mobile phone network, also called GSM.

There are 3 main access providers:

- Base: www.base.be
- Orange: www.orange.be
- Proximus: www.proximus.be

10. Family Planning Centres

Family Planning Centres where everyone can go to find support, whatever their age or family planning needs. In these welcoming environments, everyone is treated equally, and their problems are treated confidentially, and with no discrimination based on beliefs, gender, sexual identity or orientation.

The centres are there to deal with any questions regarding sexual and emotional relationships, including questions about contraception, pregnancy, abortion, STIs, relationship difficulties, etc.








You can go straight to the centres, listed below, without needing to make an appointment. Your need being identified they will be able to help you or refer you on to the necessary service.

In alphabetical order:

Centre de planning familial des FPS de Mons	Boulevard Gendebien, 5 7000 Mons Opposite the Mons train station	+32 68 84 84 58 Cpf.315@solidaris.be http://www.associatif315.be/
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La Famille Heureuse de Mons	Rue de la Grande Triperie 46 7000 MONS	+32 65 33 93 61 planningfamilialmons@skynet.be
Planning Familial "Les Arbas"	Rue des Arbalestriers 100 7000 MONS	+32 65 31 49 00 planningfamilial-lesarbas@skynet.be

11. Supermarkets

	AD Nimy	Rue de Nimy 117-121 7000 MONS
	Aldi Mons	Chaussée de Binche 101 7000 MONS
	Hypermarché Carrefour Mons Grands Prés	Place des Grands Prés 1 7000 MONS
	Carrefour express LUKOIL Mons	Chaussée de Bruxelles 102-114 7000 MONS
	Carrefour express Havré	Rue d'Havré 18 7000 MONS
	Colruyt	Chaussée de Binche 123 7000 MONS
	Delhaize Mons	Chaussée du Roeulx 292 7000 MONS
	Lidl	Chaussée du Roeulx 176 7000 MONS

12. Recycling

Hygea is an environmental management organisation responsible for door-to-door collection of household refuse and recyclable materials. They also manage bottle banks and the network "Ecoparcs".

In Belgium, waste sorting is regulated. To help you follow these rules, information and a starter kit will be given to you in your Welcome Pack. If you wish to have more information about recycling, please check the website: <https://www.hygea.be/profils/citoyen/bien-trier-ses-dechets.html>

Have a nice stay with us!