Haute Ecole de Bruxelles
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The University

The High School of Brussels unites three colleges:
HEB: High School of Brussels
President-Director: Marianne Coessens

1. Of Fre: Pedagogical Institute Defr
   Director: Ms Carine Dierkens

2. ESI: Academy of Computer Science
   Director: Ms. Claude-Piret Misercue

3. ISTI: Higher Institute of Translators and Interpreters
   Director: Marianne Coessens

Very active in many international exchange programs and a member of the Brussels European University Pole Wallonia, HEB strives to provide its students with the broadest services through its many partnerships. It is committed to ensuring the development of its students and ensuring closer the theoretical foundations and requirements of the professional world in order to better promote the proper integration into the labor market and ensure the paths to success.
**International Relations Office**

The International Relations Office is responsible for developing international relations and promotion of training opportunities. It is responsible for the allocation of all grants and funding related to international operations of HEB.

Its missions:

- Consulting the authorities of the HEB in international relations;
- Development of relations with partners of HEB;
- Representation of the HEB abroad at conferences, trade shows or missions ...;
- Hosting visiting institutional delegations;
- Information on funding opportunities;
- Negotiation and registration of bilateral agreements;
- Holding current information on all international collaborations;
- Assistance in the development of joint programs with foreign partners;
- Organizing awareness events and information on various aspects of internationalization (mobility, cooperation, scholarships ...);
- Accommodation for International Students

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Erasmus Code: B BRUXEL81
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For more information we advise you to contact the respective sites of our institutes:

- [http://www.defre.be/](http://www.defre.be/)
Brussels, officially the Brussels Region or Brussels-Capital Region, is the capital of Belgium and the *de facto* capital of the European Union (EU). It is also the largest urban area in Belgium, comprising 19 municipalities, including the municipality of the City of Brussels, which is the official capital of Belgium, in addition to the seat of the French Community of Belgium and of the Flemish Community.

Brussels has grown from a 10th-century fortress town founded by a descendant of Charlemagne into a metropolis of more than one million inhabitants. The metropolitan area has a population of over 1.8 million, making it the largest in Belgium.

Since the end of the Second World War, Brussels has been a main centre for international politics. Hosting principal EU institutions as well as the headquarters of the North Atlantic Treaty Organization (NATO), the city has become the polyglot home of numerous international organisations, politicians, diplomats and civil servants.

Although historically Dutch-speaking, Brussels became increasingly French-speaking over the 19th and 20th centuries. Today a majority of inhabitants are French-speakers, including a significant population of immigrants with French as second language, and both languages have official status. Linguistic tensions remain, and the language laws of the municipalities surrounding Brussels are an issue of considerable controversy in Belgium.
Accommodation

Housing
The social service centralizes applications and offers of accommodation: boarding school of the French community, private homes, community houses, furnished rooms, apartments etc..
In addition, this service can also provide information on legislation, the lease, the rental guarantee, the various landlord and tenant ...
Contact: Veronica Petersen (vpetersen [@] heb.be)

Boarding
Boys
24 Avenue Hamoir 1180 Brussels tel.: +32 (0) 2 373 13 70
Girls
48, rue de Bourgogne 1190 Brussels tel.: +32 (0) 2 343 82 11
2, square Defré 1180 Brussels tel.: +32 (0) 2 374 59 43
26, rue de l'Abbaye 1050 Brussels tel.: +32 (0) 2 649 50 09

Transport

Getting There

By Plane
Brussels Airport (BRU)
The country's main international airport, Brussels Airport is 11km northeast of the city centre.
The Airport City Express train service to Brussels's three main rail stations (Gare du Nord, Gare Centrale, and Gare du Midi) has departures every 20 minutes daily from 5:30am to 11:30pm, for a one-way fare of €2.90. The ride to Gare Centrale takes around 18 minutes. The Airport Line bus no. 12 (express) or no. 21 depart from the airport about every half-hour to stops in the city; the fare is €3 for a one-way ticket purchased before boarding the bus, and €4 for one purchased onboard. De Lijn bus no. 471 connects the airport every half-hour with Brussels's Gare du Nord rail station; €2 for a ticket purchased pre-boarding and €2.70 for a ticket purchased onboard the bus. Taxis that display an orange sticker depicting a white airplane offer reduced fares from the airport to the city. Others charge about €35, and some offer reduced rates for a reserved return journey (ask your driver for details). Be sure to use only licensed cabs.

Brussels South Charleroi Airport (CRL)
Several budget airlines, including Ryanair and Wizzair fly to Brussels South Charleroi Airport, connecting to cities such as Barcelona, Belgrade, Budapest, Dublin, Edinburgh, Manchester, Rome and Warsaw. This airport is south of Brussels and one hour drive away from Brussels Midi/Zuid Station at the city centre.
A shuttle bus (€13 one way, €22 return) runs every 30mins to Brussels Midi/Zuid station. It would be advisable to purchase your ticket online before you arrive. You will be asked to pick specific times, but they are flexible with allowing you to change the time if your flight arrives earlier or later. To purchase your ticket after arrival, the kiosk is outside the airport and to the right. The buses wait in the same area, but are poorly labelled so check with the driver before loading your bags.

The bus stops at Midi/Zuid station, on the Rue de France/Frankrijkstraat in the west. The metro and international trains (Eurostar, Thalys) are on the west side of the station, so upon entering the station from the bus stop, head left rather than straight.

To go by train, take TEC Bus A (€3.00 one way) direct from the airport to the Charleroi train station. A combined train+bus ticket to or from Brussels can be obtained for €11.70 at the train station or from the TEC vending machine at the airport.

You can also get a taxi from the airport to the city centre, but this will cost a fixed price of €90.

By Train
High-speed Eurostar trains from London; Thalys from Paris, Amsterdam, and Cologne; TGV from France (not Paris); and ICE from Frankfurt zip into town from all points of the compass. The Brussels metropolitan area has three main rail stations: Gare Centrale, Carrefour de l'Europe; Gare du Midi, rue de France (the Eurostar, Thalys, TGV, and ICE terminal); and Gare du Nord, rue du Progrès. All three are served by Métro, tram, or bus lines, and have taxi stands outside. For train information and reservations, call tel. 02/528-28-28, or visit www.sncb.be.

Warning: bag snatchers roam the environs of Gare du Midi, and pickpockets work the interior. Do not travel to or depart from the station on foot if you can avoid so doing -- take a taxi or use public transportation; inside, keep a close eye on your possessions.

By Bus
Eurolines (tel. 02/274-13-50; www.eurolines.com) buses from London, Paris, Amsterdam, and other cities arrive at the bus station below Gare du Nord rail station.

By Car
Major expressways to Brussels are E19 from Amsterdam and Paris, and E40 from Bruges and Cologne. If possible, avoid driving the "hell on wheels" R0 Brussels ring road. And once you're settled at your accommodation, do yourself a favour: Leave the car at a parking garage.
Getting Around

By foot

Brussels's city centre is small enough that walking is a viable option. There's no better way to explore the historical core, especially around Grand-Place. You'll likely also enjoy strolling uptown around place du Grand Sablon. Yet city traffic can be both heavy and frantic, creating a tiring experience for strollers. A combination of walking and using the excellent public transportation is best. In any case, beyond the city centre, using public transportation is a necessity.

Be careful when crossing roads at the black-and-white pedestrian crossings with no signals. Astonishingly, pedestrians at these crossings haven't always had legal priority over cars! Watch out for cars turning (legally) right or left at traffic lights, even when the green "walking man" indicates you are allowed to cross.

By Public Transportation

Maps of the city's excellent, fully integrated transit network -- Métro (subway), tram (streetcar), and bus -- are available free from the city tourist office, from offices of the STIB public transportation company at Galérie de la Toison d'Or 15 (tel. 070/23-20-00; www.stib.be; Métro: Louise), and from the Porte de Namur, Rogier, and Gare du Midi Métro stations. In addition, transit maps are posted at all Métro stations and on many bus and tram shelters. The full network operates from 6am to midnight, after which a limited night-bus network takes over. If possible, avoid the crush at morning and evening rush hours. Watch out for pickpockets, especially at busy times, and avoid walking alone in deserted access tunnels, particularly after dark -- the risk of being mugged is small but not entirely absent.

Fare Information & Discount Passes -- Tickets for a 1-ride JUMP ticket (JUMP is the name for a Brussels transit ticket) are €2 when purchased onboard, and €1.70 when purchased before boarding. It costs €7 for a 5-ride JUMP ticket and €12 for a 10-ride JUMP ticket. The 5-ride, 10-ride, and 1-day tickets cannot be purchased onboard trams or buses of the STIB city transit authority, but only from sales points and automats; they can, however, be purchased onboard buses of the regional transit companies De Lijn and TEC that have stops inside the city limits; the 3-day ticket can only be used with STIB and must be purchased before boarding. Finally, whatever ticket you want, if you plan to use it on Métro trains you must purchase it before boarding. There are several multiday options. Children ages 6 to 11 ride free on the STIB transit network; they need to get a free pass called an Abonnement J. A maximum of four children 5 and under can ride free per paying adult.

Validation -- You validate your card by inserting it into the orange electronic machines inside buses and trams and at the access to Métro platforms. Though the card must be revalidated each time you enter a new vehicle, you're allowed multiple transfers within a 1-hour period of the initial validation, so you can hop on and off Métros, trams, and buses during that time, and only one journey will be cancelled by the electronic scanner. If more than one person is travelling on one card, the card must be validated each time for each traveller.

By Metro -- The Métro is quick and efficient, and covers many important city centre locations, and the suburbs, the Bruparck recreation zone, and the Heysel congress centre. Stations are identified by signs with a white M on a blue background. A trip underground
takes you into an art centre -- Métro stations are decorated with specially commissioned paintings by contemporary Belgian artists.

**By Tram & Bus** -- An extensive network of tram lines provides the ideal way to get around the city. Both trams and urban buses are yellow. Their stops are marked with red-and-white signs and often have a shelter. You stop a tram or bus by extending your arm as it approaches so the driver can see it; if you don't signal, the bus or tram might not stop. Two bus companies provide service to points outside the city (and stop at some points within it): TEC (tel. 010/23-53-53; www.infotec.be), which provides yellow buses covering French-speaking Wallonia, and De Lijn (tel. 070/22-02-00; www.delijn.be), which has white buses covering Dutch-speaking Flanders.

Though not as fast as the Métro, trams are generally faster than buses and are a great way to get around, not least because you get to view the cityscape while you ride. Line nos. 92 and 94 pass by key sights along rue Royale and rue de la Régence, and as far as avenue Louise.

**By Taxi**

Taxi fares start at €2.40 daily from 6am to 10pm, and at €4.40 between 10pm and 6am, increasing by €1.35 per km inside the city (tariff 1) and €2.70 per km outside (tariff 2) -- make sure the meter is set to the correct tariff. Tip and taxes are included on the meter price, and you need not add an extra tip unless there has been extra service, such as help with heavy luggage (though drivers won't refuse tips). All taxis are metered. They cannot be hailed on the street, but there are taxi stands on many principal streets, particularly in the city centre, and at rail stations. To request a cab by phone, call Taxis Bleus (tel. 02/268-00-00), Taxis Oranges (tel. 02/349-43-43), or Taxis Verts (tel. 02/349-49-49).

**By Car**

Driving in Brussels is akin to life during the Stone Age: nasty and brutish -- though it's rarely short. Normally polite citizens of Brussels turn into red-eyed demons once they get behind the steering wheel. Driving is fast, except at rush hour, and always aggressive. At rush hour (which actually lasts about an hour to either side of 9am and 5pm), it is almost impossible to move on main roads inside the city and on the R0 outer ring road (beltway). Sunday and early morning are better, and evening is not too bad.

It is not recommended to drive in Brussels. Good public transportation and an occasional taxi ride will get you anywhere you want inexpensively and hassle-free. If you must drive, watch out for the notorious *priorité de droite* (priority from the right) traffic system.
Admissions

Administrative documents and papers required to provide for registration (students must apply in person to complete the file):

- a certified copy of the Certificate of Higher Secondary Education (CESS) or the original and one copy;
- for students who have completed high school in June or September prior to registration: the original provisional certificate of achievement;
- for students holding a tray delivered by a European School: a certified copy of the diploma;
- for foreign students, equivalency diploma (bac) to introduce the Service of Equivalences before July 15, 2010;
- a photocopy of identity card (for non-EU student: recent household composition, residence permit, student visa, ...);
- an extract of birth certificate (translation by a sworn translator if the document is not written in French);
- the official certificates that confirm the activities after high school:
  - for study: Certificates of attendance + + results of medical certificate
  - for work: certificate of employment
  - for unemployment: record of the job seeker (ACTIRIS, FOREM, VDAB, ...)
- language documents to request the last school (students resident in a Flemish municipality or facilities).

All documents must be originals. They should cover the entire period. For any particular situation, the candidate may be informed of the nature of the deliverables from the secretariat “students”.

Registration is effective upon receipt of payments and when the student's file is complete. Foreign students outside the European Union: whose parents (or spouse) do not live in Belgium. The registration file will be analyzed and awarded by the College Board. A registration fee is specifically claimed (± € 1000.00)
Practical Information

Students with special needs
Since 2007-2008, the assistance unit for students with special needs optimizes the integration of students with handicaps in the High School, that is to say, allow them to be true members of the group, creating all the conditions that allow the group to welcome them and accept them. This is a time to meet the specific needs of all students and teachers. Coordinator of the cell support students with special needs:
Coordinator: Ms. Sylvie Brother sfrere@heb.be
Members of the Unit: ESI: Anne Rousseau, Assistant Professor

Banking
The banks in the region have long led the world in the field of electronic banking, and there are few transactions you can’t do either from an ATM (automatic teller machine) or from your home computer. Banks offer a wide range of services, including personal and commercial banking, investment and insurance services, and personal, commercial and mortgage loans. Most larger banks have websites containing information about the services they offer, including online banking, and in some cases application forms.

Despite the spread of electronic banking, it’s still necessary to have at least a current account (compte à vue/zichtrekening) in your country of residence, as cross-border bank transactions can be expensive and complicated, even when everything is denominated in euros. Online banking, using bank-supplied software or via the Internet, is gaining in popularity, but in Belgium there are also e-banks (banks operating entirely online, where you can open an account from the comfort of your home and never actually see your banker). Some online banks offer a full range of investment and loan services, complete with downloadable application forms.

Personal accounts are generally more expensive in Belgium than in the UK or USA but cheaper than in France or in Italy. You should expect to pay between €50 and €100 per year for a standard current account that includes debit and credit cards, plus ATMs and Internet banking facilities. However, students are usually subject to different rates. Banks usually charge for every service separately, as well as for each transaction, although they may offset charges by paying a (very small) rate of interest on your average account balance each month (provided you remain in credit). Most banks offer a variety of package programmes which include the fees for the various bank cards, online banking access, a number of transactions at bank machines and often some form of account insurance, all for a single annual fee.

You can arrange to receive bank statements at regular intervals (daily, monthly, quarterly or annually) or to pick them up at your branch (in which case you avoid being charged a mailing fee plus postage) or simply print them at a bank machine or from your home computer (and not be charged at all). Bank fees are usually deducted directly from your account either quarterly or at the end of the year.

Most banks are open from 9am to 4 or 4.30pm Mondays to Fridays and a few are open on Saturdays. Many smaller branches close for an hour at lunchtime (usually 1 to 2pm).
Student Matters

Student Life

Social activities are part of students’ life. The HEB has a lot to offer: a sports hall, a radio station, a choir, community housing for students sharing the same cultural or social experience……. Various activities are organised on the campus such as sports competitions, tournaments, music and visual arts, language courses, and concerts. Life is lived to the full in Brussels.

Student Tips

Erasmus is full of excitement and adventure, but also uncertainty and nerves. Although the International Education Office in UCC and the International Relations Department in Brussels will help you as much as possible, nothing can beat the experience of being in your shoes. So here are some tips and tricks from UCC students who have studied in Brussels.

Academic Matters:
- Take the chance to learn new things.
- Try and take some courses that allow you to learn more about Belgian life, culture, or history. You’ll never have quite the same opportunity in Ireland.
- Keep up with your reading. It will make it much easier when it comes to exams.
- Make use of the French class for foreign students offered throughout the year.
- Realise that Belgian French is slightly different from that spoken in France and the accent may take awhile to get used to.

Accommodation:
- After arranging your accommodation, check the time you are able to move in so you can either arrange to arrive in Brussels during these times or make alternative accommodation arrangements for your first night.
- Bring pictures of home to put on the walls.
- Bring a 2-pin plug adaptor for any Irish electrical products.

Travel:
- Remember generally the earlier you book the flights the cheaper they are.
- The International House organises cheap day and overnight trips.
- If you are coming home for Christmas, it is a good time to bring back excess luggage.
- A ‘Go Pass’ is a Belgian train pass that entitles students to ten train rides at very competitive prices.
- Belgium, the hub of Europe
- Nothing could be simpler and more pleasant than to travel from Belgium. With such an extensive network covering such a small area you are not tied to one city to do
what you like: eat out in the gastronomic city of Brussels, go shopping in trendy Antwerp or go for peace and quiet in the many forests of the south.

Bureaucracy:
- Bring multiple photocopies of any documentation you might need.
- Bring your European Health Insurance card.
- It is a good idea to carry some sort of ID with you at all times.

Social:
- Buy local newspapers and magazine, and listen to local TV, radio, and music.
- Immerse yourself in the culture.
- There is a great international student community.
- Take advantage of any orientation programmes the college offers.

General:
- Bring a good French dictionary.
- Unlock your mobile phone before you leave Ireland if you want to put a Belgian SIM card in it.
- Bring some books in English – although you can buy some English language books in Belgium, they can be expensive, and it is handy to have some for travelling and for when you first arrive.
- Look into phone cards – they are one of the cheapest ways to phone home.
- If you have a laptop and Internet access in your accommodation, look into getting Skype or other Internet phone packages.
- Set up Internet banking.