









INTERNATIONAL INTERACTIVE GUIDE

Welcome to UNamur
2026 - 2027

UNIVERSITÉ DE NAMUR

Welcome to UNamur

Thank you for choosing to study or work at UNamur. Whether you are here for a few months or longer, we are here to support you at every stage of your stay at UNamur and in Belgium.

This guide is your ally in navigating through the formalities and procedures before, during and after your stay. You'll find everything you need to know about legal obligations, accommodation, university enrolments and much more.

But above all, you'll discover the many services and activities that will make your experience at UNamur unforgettable.

We wish you an enriching and successful stay at UNamur!



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1. Administrative procedures and general information

1.1 Essential information to know before your arrival in Belgium

Welcome to Belgium!

Belgium, situated at the heart of Europe and a member of the European Union, is a country of 30,688 km^2 with a population of around 11.5 million. It is divided into three regions: the Flemish Region, the Walloon Region and the Brussels-Capital Region, each with its own cultural and linguistic specificities.

Independent since 1830, the country operates under a system of constitutional monarchy and parliamentary democracy, with federalism delegating many powers to the regions and linguistic communities. Belgium has three official languages: French, Dutch and German, reflecting its cultural diversity.

The current King, **Philippe of Belgium**, ascended the throne on 21 July 2013, succeeding his father, King Albert II. Born on 15 April 1960, King Philippe is the seventh King of the Belgians. Married to Queen Mathilde, he has four children, the eldest of whom, Princess Elisabeth, is heir to the throne.

Belgium is renowned for its active role in European and international politics, hosting institutions of the **European Union and NATO**, located mainly in its capital, **Brussels.**

Belgium's official currency is **the euro (€),** which is used in countries belonging to the euro zone. The cost of living in Belgium is slightly higher than in some neighbouring countries. For example, a meal in a restaurant costs an average of **€20,** while the rent for a city-centre flat can be as much as €**1,280 a month**. Public transport and food are also major items of expenditure, but the infrastructure and quality of life compensate for these costs. Particular attention should be paid to the costs of health, insurance and university studies.

For more useful information on transport in Namur and Belgium, consult the Researcher Help Desk.

As far as tourism is concerned, Belgium is renowned for its historic cities such as **Brussels, Bruges, Antwerp** and **Ghent**, as well as for the magnificent landscapes of the **Ardennes.** The majestic **Grand-Place in Brussels** and **the Citadelle in Namur** are among its must-see gems. And let's not forget the **North Sea**, which has charmed many a visitor.

The Belgian climate is temperate oceanic, with mild winters and moderate summers, although rain is frequent throughout the year.

Belgium is the birthplace of famous personalities such as surrealist artist **René Magritte**, singer **Angèle** and footballer **Eden Hazard**. In terms of world heritage, it is also the birthplace of the famous **Smurfs** and of **Tintin**.

Finally, the country is famous for its gastronomy, notably its **French fries, chocolate, waffles** and, of course, its countless **Trappist and traditional beers**, which delight gourmets the world over.

1.2 Presentation of the University of Namur

Founded in 1831, the University of Namur is part of a Jesuit and humanist tradition. Since its beginnings, it has never ceased to evolve to adapt to modern challenges, while remaining faithful to its fundamental principles.

The University of Namur puts people at the heart of its priorities. Its values of openness, excellence, freedom and sustainability are reflected in each of its missions and in its vision.

Facultés

UNamur has seven faculties :

- **LAW**
- **ECONOMICS MANAGEMENT COMMUNICATION POLITICS (EMCP)**
- **COMPUTER SCIENCE**
- **MEDICINE**
- **PHILOSOPHY AND LETTERS**
- **SCIENCES**
- **EDUCATION AND TRAINING SCIENCES**

Each of these faculties offers rich and varied programmes tailored to the needs of students and the demands of the professional world.

Education

UNamur offers high-quality, AEQES[1]-recognised courses at all levels: bachelor's, master's, specialised master's and doctorate. Thanks to innovative teaching methods and personalised support, the university encourages students to succeed, to be independent and to take an active part in their studies. To find out more about the courses on offer, consult the training directory here.

1 L'Agence pour l'Evaluation de la Qualité de l'Enseignement Supérieur

Campus

Located in the heart of the city of Namur, the campus offers you an ideal living environment, whether you are a student, doctoral student, researcher or member of staff. It offers libraries, sports centre, cultural areas, a university restaurant and social areas to enhance the university experience, such as the Space Matteo Ricci.

Research

Research is at the heart of the University of Namur. It stands out for the interdisciplinary work carried out in its laboratories and 11 renowned research institutes. This research contributes to significant advances in a wide range of fields, while also feeding into teaching.

Research activities are made possible by outstanding teams grouped together in 11 technology platforms, each of which houses state-of-the-art equipment, technical know-how and cutting-edge expertise. They are accessible to the scientific community as well as to industry and business.

Services

The university offers a wide range of services: financial aid, medical, psychological and social support, accommodation, crèche and support for international students. These services are designed to improve your quality of life and support you throughout your studies and/or your stay.

https://www.unamur.be/en/campus

1.3 Administrative formalities to be completed before your arrival

Administrative formalities

Visa application

As a **non-EU student or researcher**, you must obtain a **visa** to study or work in Belgium before your departure. If you are a student, you must submit your visa application to the relevant Belgian embassy as soon as possible. The visa application process can be quite lengthy, so you should start as early as possible. UNamur will provide you with several documents required for your application. Please note that citizens of the **EU** and associated countries (Iceland, Liechtenstein, Monaco, Norway and Switzerland) do not need a visa.

Please consult the information on visa application procedures on the website of the Belgian embassy for your country and the Foreign Nationals Office.

If you are studying under the Erasmus+, Erasmus+ Mobilité Internationale de Crédits or other **mobility programmes** at undergraduate or postgraduate level, you can find all the information here.

Single permit, work contract, hosting agreement

HUE researchers and doctoral students need to obtain a single permit, which combines both a work permit and a residence permit. This permit is often accompanied by an employment contract or a hosting agreement drawn up by the university, or any other document proving the nature and amount of the applicant's financial resources.

Translation, legalisation, apostille

Some documents may require a sworn translation, legalisation or apostille to be recognised in Belgium. Please check the specific requirements before submitting your documents for your visa application.



Bank guarantee

As a student or researcher, you may be required to provide a bank guarantee as proof of sufficient financial resources for your stay in Belgium.

Administrative admission fees

As part of your application for admission as a student from a non-EU country, you will be asked to pay an administrative fee of €200. This €200 will be deducted from your enrolment fee if you are accepted.

Registration information for students



Documents required

A number of documents must be provided as part of an application, including a passport or identity card, diplomas and transcripts, and proof of financial resources for international students.

You can find the full list here.

Registration fees

Registration fees vary according to the programme of study and nationality. If you have a scholarship from the FWB, you will be exempted from certain fees.

Remark : if you benefit from a scholarship from your home country, which is not Belgium, the exemption won't apply to you.

You will find all the information you need here.

Diploma equivalence

In certain cases, a diploma equivalence must be produced in order to be admitted to UNamur; this is the case in particular for applicants to a bachelor's programme (undergraduate training). You will find all the information you need here.

Payment of registration fees

An invitation to pay your registration fees will be sent to you as soon as your admission has been finalised, and from June at the earliest, to your institutional e-mail address @student.unamur.be (after we have sent you your login details for access to this mailbox). All information concerning payment terms is available here.

Arrival date for courses

You must be on campus by the start of the academic year in mid-September at the latest. Your UNamur student card must be collected from the BUMP library by 30 September at the latest, otherwise you will be disenrolled.

If you are unable to arrive before the end of September, or if you wish to withdraw your registration, you must complete the abandonment form by 30 November. If you do not withdraw your registration or if you withdraw after 30 November, you will be liable for the registration fee and will be considered as registered.

Refugee status

Students and researchers with refugee status benefit from special assistance to help them integrate at UNamur. If you have refugee status, you can receive administrative and financial support (refugee students are considered as assimilated to Belgian students in terms of their registration fees and admission requirements).

For more information, please visit the UNamur website.

1.4 Administrative formalities on arrival

Declaration of presence/arrival

As soon as you arrive in Belgium, you must go to the Immigration Office of the local authority in your place of residence to declare your presence and obtain a residence permit.

As a **student**, you have 8 days to register.

Documents to bring to your appointment with the local authority:

EU student	Non-EU student
National passport or national identity card (VALID)	Valid passport and study visa (type D issued by the embassy)
Proof of enrolment at the University (issued by the Registrar's Office)	Proof of enrolment at the University (issued by the Registrar's Office)
Proof of scholarship or oral declaration of means of subsistence	Proof of sufficient means of subsistence: prise en charge, study grant, budget certificate
Proof of health insurance covering risks in Belgium: either the European health insurance card, a certificate from a Belgian mutual insurance company, or private insurance.	Proof of health insurance covering risks in Belgium: either the European health insurance card, a certificate from a Belgian mutual insurance company, or private insurance.
1 passport photo	1 passport photo
Fees vary from one commune to another. We advise you to contact your commune of residence 6 euros	Fees vary from one commune to another. We advise you to contact your commune of residence 6 euros
Birth certificate	Tenancy agreement / Home address
	Please note: it is not possible to register with the local authority without a home address!

Note: at the end of your stay, don't forget to deregister with the local authority.

Lost or stolen documents

In the event of loss or theft of important documents (passport, residence permit), it is vital to report this to the local police and to contact your country's embassy or consulate to obtain replacement documents.

1.5 Information on accommodation, mutual insurance and health-care for students, doctoral students and researchers at UNamur

Accommodation for students

Are you a student? The University of Namur offers three university residences to meet your needs:

1. **University Students Residence (RUE):** located in the centre of the campus, this residence is for boys only. It offers 122 furnished rooms with wired internet connection, common spaces (kitchen, games room) and supervision by educators. The rent is €340 per month, including charges, with a rental guarantee of €380. The rental contract is for 10 months, with the possibility of an extension in the summer.
2. **University residence for female students (RUEE)**: located 10 minutes' walk from the campus, this residence is for girls only. It offers 162 furnished rooms, fully equipped kitchens, a TV room, a garden and a car park. An educator is on hand to support the residents. The rent is €360 per month, including charges, with a rental guarantee of €380. The contract is also for 10 months.
3. **Le Carmel**: A former convent located 3.5 km from the campus; this mixed residence offers a quiet, leafy setting. It is well served by public transport. The rooms are furnished, and residents have access to common areas.

These residences offer a friendly and secure environment, ideal if you want to live close to the university. For more information, click here.



If you are on an Erasmus+, Erasmus+ Mobilité Internationale de Crédits or other mobility programme at undergraduate or postgraduate level, please consult the pages on the UNamur website relating to housing options.

In addition to these residences, the University of Namur has several buildings in and around the city centre with rooms, called "kots", for students in "kots-à-projet" (or KàPs), which bring students together to work on a common project. These accommodations, close to the university and intended for a mixed public, are furnished and have a wired internet connection. They have a shared kitchen and shared bathroom facilities. The rent for a room varies between €350 and €375 including all charges. The rental contract runs for 10 months, from the beginning of September to the end of June.

Accommodation for researchers and doctoral students

Are you a researcher or doctoral student? UNamur offers accommodation in its residences for international researchers. The UNamur staff member inviting the researcher is responsible for handing over the keys to the accommodation. No rental guarantee is required.

Further information is available on the Researcher Help Desk page.

Moving in and registering the rental contract

Whether you are a student or a researcher, when you move to Namur, make sure you register your rental contract with the communal administration. This is essential if you want to be in good standing and benefit from certain municipal services.

For more info, click here.

These formalities are not necessary if you have a tenancy agreement with UNamur.

Registering with a mutual insurance organisation

As a student or researcher, you will need to register with a Belgian mutual insurance company to benefit from reimbursements for medical expenses.

The **mutual insurance company** is the organisation that gives residents access to healthcare at a lower cost. It covers a proportion of medical costs, such as consultations with a doctor, medicines or hospitalisation. All employees and students must be affiliated to a mutual insurance company in order to receive reimbursement for medical care.

Having a mutual insurance is compulsory in Belgium. The cheapest one is the CAAMI, because it doesn't propose complementary insurances.



Here are the main steps in registering with a mutual insurance company in Belgium:

1. **Choosing a mutual insurance company**: There are several mutual insurance companies (Solidaris, Partena, Mutualité Chrétienne, etc.), each offering specific advantages.
2. **Prepare the necessary documents**: You usually need an identity document, proof of residence and proof of activity (work, studies).
3. **Fill in the application form**: Available online or from your branch.
4. **Payment of contribution**: Some mutual insurers ask for a small monthly contribution for additional services.

For more information: Researcher help desk - Health.

Insurance

Insurance is a system of financial protection that covers various risks, such as accidents, property damage or economic loss. In return for paying a regular premium, the insured receives compensation in the event of a claim.

Health insurance is optional and allows you to obtain additional reimbursements for care not covered by your mutual insurance, such as advanced dental care, alternative medicine or better care in the event of hospitalisation.

In addition to health insurance, there are several other types of insurance:

- **Civil liability insurance**: Protects you in the event of damage caused to a third party.
- **Home insurance:** Covers material damage in the event of fire, theft or natural disaster.
- **Car insurance:** Compulsory for vehicle owners, this protects against accidents and damage to vehicles.
- **Travel insurance**: Provides cover in the event of problems abroad (cancellation, urgent medical care).

For more information: mutual insurance and healthcare.

Bank account

If your income (grant or salary) is paid by a Belgian organisation and you are not a national of a European country, you will need to open a bank account in Belgium. This makes it easier to pay in all shops and supermarkets. There are special conditions (free of charge) for young people (under 26). In Belgium, most payments are made by debit card or via apps and QR codes, so it's important to have a bank card.

In general, a package includes a current bank account, a savings account, web-banking and an application. You will receive a bank debit card. To apply for a credit card, you need to contact the bank, which may ask you for additional documents. Please note that you must have a residence permit to open a bank account. To find out more, click here.



1.6 Main activity: studying at UNamur

Being a student at UNamur

Academic calendar

The key dates of the academic year are listed in the academic calendar.
Teaching timetables are also available on our ADE website.

Electronic ID

As soon as you receive your letter of admission, you will receive an electronic ID allowing you to access IT resources such as e-mail, Wi-Fi access, the WebCampus teaching platform and the virtual student office (BVE). You can activate your eID to access these resources by following the instructions sent to you by e-mail.

E-mail address

Activate your UNamur e-mail account ' @student.unamur.be' and check it regularly, as it is the university's main means of communication.

Student card

Once your admission has been confirmed, your student card will be produced. An e-mail will be sent to you inviting you to collect it from the Moretus Plantin University Library (BUMP). The student card is a personal card that remains active throughout your time at the University of Namur. It is essential for taking part in all teaching activities (lectures, practical work, examinations, etc.), for obtaining any document or administrative information and for accessing the libraries.

Wi-Fi connection

Access UNamur's Wi-Fi with your eID and password. Follow the instructions on the university website.

Virtual Student Office (BVE)

The BVE allows registered students to consult and manage administrative information: acknowledge receipt of regulations, obtain certificates, change their password, configure their EAP, re-register or consult their exam marks. A shortcut to WebCampus can also be used to view the latest announcements or consult the diary.

WebCampus

The WebCampus platform allows you to consult your personal timetable, as well as the course materials and messages that teachers and secretariats will make available to you throughout your year of study.

Course timetables

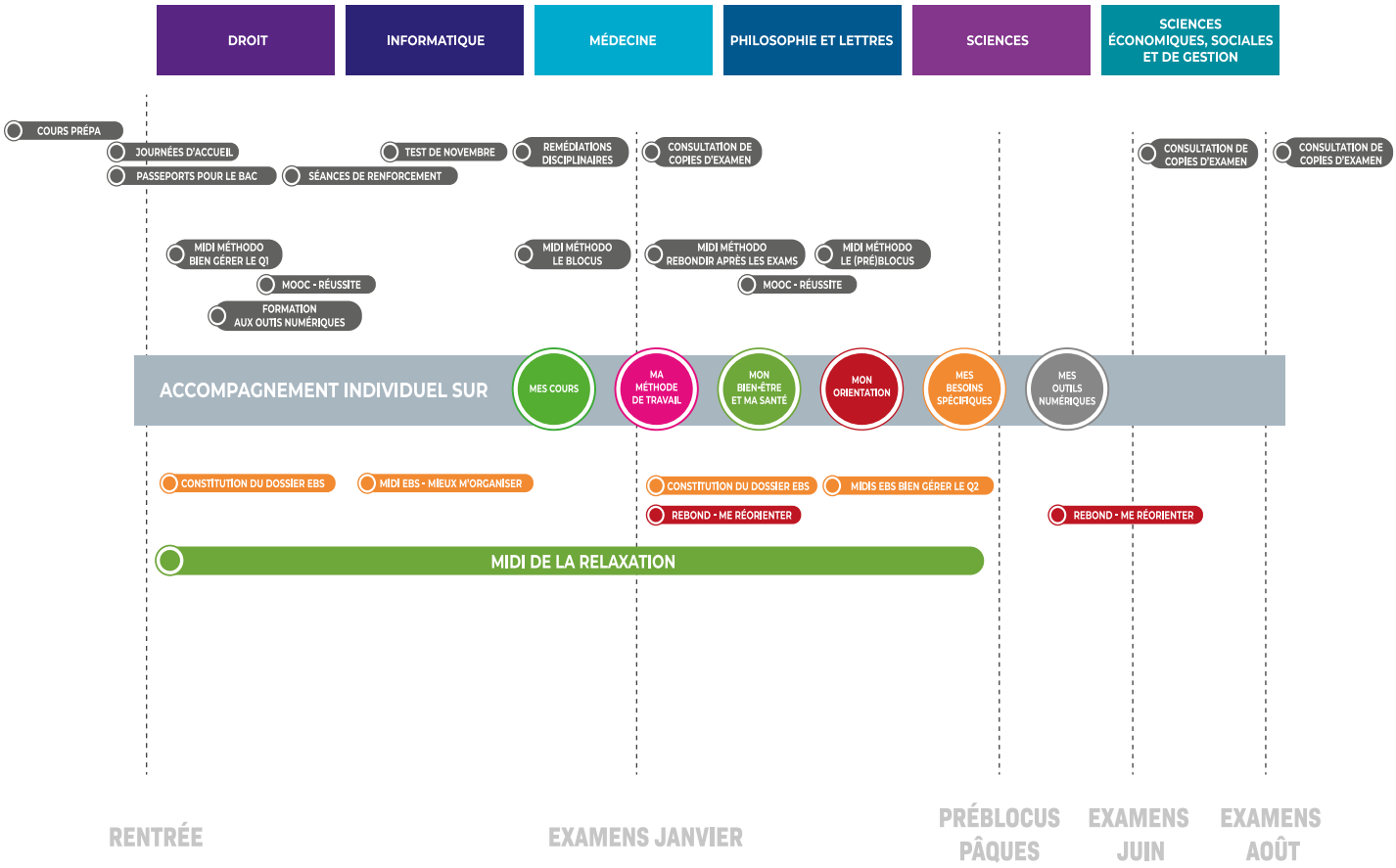
Consult the course timetable or the list sent by the university at the beginning of the academic year on the ADE software.

Success aids for students

For students who are anticipating or encountering difficulties in their studies, UNamur offers various forms of educational support throughout the academic year. A number of schemes are in place to help students succeed. These can be more general, to develop study methods adapted to higher education (planning, note-taking, assessment of prerequisites, reorientation, etc.) or more specific to the context of each faculty (refresher courses/revision of subjects in small groups, exam corrections with teachers, etc.).



Success aids at UNamur



1.7 Mobility

Welcome and support

Whether you are coming to study at the University of Namur or going abroad, the International Relations Department (SRI) is dedicated to supporting students on a mobility trip.

International students - IN mobility

If you have been selected by your university to study at UNamur, the SRI will help you organise your mobility, assist you with administrative formalities and help you integrate into university life.

You will find all the useful information you need about the administrative procedures to follow for study periods under a bilateral agreement between your home university and the University of Namur here.

International researchers - IN

Would you like to join UNamur or, as a Belgian citizen, return to UNamur after a stay abroad? Would you like to find out about UNamur's funding opportunities? Are you already working at the University of Namur or are you going to stay there? The Researcher help desk can provide you with information.

Want to find out more about European funding opportunities? Click here.

Mobility OUT

If you would like to go abroad, the SRI can also help you with the formalities for an international mobility stay.

- **Students OUT**

  UNamur students, if their programme allows, have the opportunity to pursue part of their course abroad and benefit from mobility grants for placements or studies in partner institutions in and outside Europe. Funding programmes include Erasmus+, Erasmus Belgica, FAMES and the SEMP programme. More and more opportunities are opening up for UNamur students to take part in short hybrid mobility programmes. Find out more here.

- **Staff OUT**

  Members of UNamur's academic, research and administrative staff can also benefit from funding to carry out international assignments and share their expertise with colleagues around the world. Staff members can attend training courses abroad or take part in courses offered by partner institutions. These missions help to raise UNamur's international profile.

  Find out here : https://www.unamur.be/fr/international/mobilite/out/staff



Contact

- International Mobility Unit
- international-mobility@unamur.be

1.8 Main activity: working at UNamur



My contract, pay and holidays

Your employment contract sets out the terms and conditions of your employment at UNamur. Your pay and holiday entitlement are defined in accordance with the legal scales and internal agreements. Check your payslip regularly for details of your salary.

My career

The Human Resources department supports you throughout your career at UNamur. It offers ongoing training and professional development opportunities to help you progress.

The Human Resources department (SRH)

The Human Resources department is available to answer any questions you may have about your contract, benefits, insurance and career development. Don't hesitate to contact them for advice and information.

My benefits

As a UNamur employee, you enjoy a range of benefits, including teleworking, discounts on sports and cultural activities, access to university libraries and childcare facilities.

Health, safety and ergonomics: the Prevention Service

The Prevention department looks after your health and safety at work. It offers ergonomic assessments of your workstation and safety training.

What to do in the event of accident

In the event of an accident or illness, contact SRH. In an emergency, contact the Prevention Department immediately. They will advise you on the steps to take and the treatment required.

Medical check-ups: the external occupational medicine service

The External Occupational Medicine Service provides regular medical check-ups for employees. Compulsory medical check-ups ensure that you are in good health to carry out your duties.

IT Support

For IT assistance, contact UNamur's IT Service (Sertic). They can help you solve technical problems, install software and configure your workstation.

Representing my interests: trade unions

The trade unions represent the interests of UNamur employees. They are there to defend your rights and support you in the event of a dispute with the employer. Find out more about the CNE and SETCA.

Needs relating to buildings and supplies

For any request related to buildings, equipment or supplies, please contact the Infrastructure and Campus Management Service (SIGeC). They will take care of your needs and maintain an optimal working environment.

Getting to work

UNamur is accessible by car, train, bus, bicycle and walking. Parking is available for employees. If you choose to use public transport, UNamur will reimburse the cost of your pass.

To this end, a 'third-party paying' agreement exists between UNamur and the SNCB as well as between UNamur and the TEC: the employee does not pay for his or her season ticket - it is 100% covered by the University. Find out more.

Car park card

You will be issued with a parking card for access to the car parks reserved for employees. Contact SIGeC to obtain your card and find out how to use it.

Change of family situation or contact details

Inform the Human Resources Department (SRH) of any change in your family situation (marriage, birth, divorce) or contact details (address, telephone number) so that we can keep your files up to date.

Reimbursement of business expenses

Employees may be reimbursed for professional expenses incurred in the course of their work. Requests for reimbursement must be submitted with the necessary supporting documents to Financial Services (SFIN).

Tax and social security

Your remuneration is subject to tax and social security contributions in accordance with the rules in force. These contributions fund your social protection and pension rights.



1.9 End-of-stay administrative formalities

Housing

Before moving out, make sure you have paid all outstanding bills. You'll need to set a date for your departure inventory and key handover. For this, please refer to your house rules (ROI) or to your housing advisor.

Academic record (marks, diploma, etc.)

For **mobility students**, once the exam period is over, marks will be sent to you and your mobility coordinators.

End of contract

For researchers and staff members, please ensure that all documents relating to the end of your contract are in order. This includes handing over any equipment belonging to the university and finalizing your current projects.

Bank/Mutual/City Hall

Inform your bank, health insurance company and city hall of your departure. Make sure you close or transfer your bank accounts, update your health insurance details and deregister from the local authorities.

Finding work/unemployment

You're a student, doctoral student, researcher or alumnus. Are you wondering about your professional future? Don't know where to start looking for a job? An internship? Do you have an interview? In addition to having access at all times to the offers and content of the Employment Unit offers you individual or group support.

Pension

If you have contributed to a pension scheme during your stay in Belgium, check the procedures for transferring or recovering your pension rights.

Tax declaration

Don't forget to complete your tax return before leaving the country. If you have any questions about tax obligations, consult a tax advisor to make sure everything is in order.

For more information on end-of-stay procedures, please consult the Researcher Help Desk.

1.10 Checklist and useful links

Before you arrive

- [ ] For student, complete the admission procedure
- [ ] Complete the long-stay visa application procedure at the nearest Belgian embassy (if necessary)
- [ ] Don't forget to bring your passport and visa (for non-EU nationals), as well as your identity documents.
- [ ] Make sure you have adequate insurance cover and bring all relevant documents with you.
- [ ] Book your plane or train tickets well in advance.
- [ ] For student, bring all documents relating to your program (transcripts, legalized copies of diplomas, etc.)
- [ ] Activate your personal UNamur account
- [ ] Regularly check the rules of the country you are coming from or have crossed

On arrival

- [ ] Collect your keys and sign your rental contract
- [ ] Complete your inventory of fixtures
- [ ] Attend the welcome meeting and other organized activities
- [ ] Activate your personal UNamur account (if not already done before your arrival)
- [ ] Request your registration certificate
- [ ] Register with the communal administration and obtain your residence permit
- [ ] Register your lease
- [ ] Open a bank account
- [ ] Register with your health insurance company

Before leaving UNamur

- [ ] Complete all departure procedures (and pay all outstanding bills)
- [ ] Don't forget to provide your home address and cell phone number. Make sure that UNamur can still contact you if necessary.
- [ ] Give instructions for collecting your diploma and diploma supplement
- [ ] If you're leaving Belgium, don't forget to unregister with the commune, the mutual insurance company, close your bank account and cancel your housing lease.

1.11 Contact details

UNamur Housing Service

For students : Mrs Cathy Jentgen E-mail : logement-etudiants@unamur.be
For researchers : Mrs Florence Collot E-mail : logement-visiteurs@unamur.be

Registration Service

E-mail: inscriptions@unamur.be

Faculties' secretary of Faculties' secretary offices:

E-mail : https://www.unamur.be/fr/facultes/contacts

Researcher Help Desk:

Contact point for international researchers and doctoral students
Jean-Paul Léonis
E-mail : jean-paul.leonis@unamur.be - Tel : +32 (0) 81 72 41 17

Contact point for doctoral students

For further information on cross-disciplinary training, the doctoral path and other questions for Phd students, please contact the following address: doctorat.adre@unamur.be

Human Ressources Service

Employment contracts, salaries, absences, pensions : cellule.remuneration@unamur.be
Recruitment and selection: developpement.rh@unamur.be
Insurances : assurances@unamur.be

UNamur International Relations Department – Mobility Department

International exchange students can contact members of the SRI Mobility Department.
E-mail : international-mobility@unamur.be

Service vie de la communauté universitaire (VéCU)

Secretary
Email : secretariat.vecu@unamur.be - Tel : +32 (0)81 72 50 80

Social Unit

Email : sse@unamur.be - Tel : + 32 (0)81 72 50 85

Medical-Psychological Unit

Email : cmp@unamur.be - Tel : +32 (0)81 72 50 77

Sports

Email : sports@unamur.be

Cultural Activities

Email : ateliers.vecu@unamur.be

Harassment protection for UNamur students (PHARE)

Email : phare@unamur.be - ou formulaire de contact

Integrated services

For any educational support (PUNCH) and ICT support (TICE) in the context of teaching.
Contact addresses: punch@unamur.be and tice@unamur.be

For any questions related to security and Prevention

Risks management: SerP : gestion-risques.serp@unamur.be

For any matter related to psycho-social questions

Zoé Thielens : zoe.thielens@unamur.be

1.12 Emergency contacts

- **UNamur Guard Service : +32 496 55 40 50**
- **General number in case of emergency (fire, medical ou ambulance) : 112**

Calling these numbers is free of charge.

You can also consult Expatica https://www.expatica.com/be/ for access to all emergency numbers and helplines in Belgium.

UNIVERSITÉ DE NAMUR

EMERGENCIES

RESCUE SERVICES
Unconscious person, fire, explosion, smoke, poisoning
24H/24
112 + 081 / 72 5000

CAMPUS SECURITY
Opening and closing of a building, suspicious presence, theft, intrusion
24H/24
0496 / 55 40 50

MAINTAINANCE SERVICE
Water or gas leakage, electricity failure, blocked lift, technical problems (except network)
24H/24
081 / 72 44 44

2. Well-being and support services

2.1 Social and financial assistance for students

UNamur's Social Unit offers psycho-social support to students experiencing difficulties. This help is offered by our social assistants, who help you make practical adjustments to your daily life and support you in the steps you need to take to change.

UNamur can also provide various forms of financial aid, such as tuition fee reductions or loans, non-refundable allowances or assistance with the purchase of a PC/tablet. These benefits are granted on the basis of specific criteria (linked to nationality, academic background and resources).

How to contact the Student Welfare Unit

E-mail: sse@unamur.be

Phone : 081/72 50 85 Tuesdays 1 p.m. to 4 p.m and other open days 9 a.m. to 12 p.m.

Office hours: Tuesdays 12.30 p.m. to 3.30 p.m and other open days 11 a.m. to 2.30 p.m.

For further information, please consult our web pages:

- European student
- Students outside the European Union

Solidarithèque

The Solidarithèque is a solidarity grocery store whose aim is to support higher education students facing financial difficulties by offering food baskets for €5. The store is open every **Wednesday from 4:00 pm to 6:30 pm**. It is set up and managed by the social services of **UNamur, HEAJ, HEPN, HENALLUX** and **IMEP**, in partnership with the Association pour la Solidarité Étudiante en Belgique (**ASEB)**.

2.2 Non-curricular training (language and other courses...)

Whether you're a student, doctoral student or researcher, UNamur offers a range of training courses to help you develop your skills and soft skills.



Language courses

The Language Centre (CdL) offers courses in English, Dutch, German and Spanish exclusively for students enrolled in one of the University's degree programmes. These courses are an integral part of the academic curricula and students follow them as part of their degree programmes.
Some Master's-level courses may also be available to other students enrolled at UNamur as standalone courses, subject to approval by the relevant university authorities.
CdL also offers courses for university staff, including Everyday Dutch (B1), Everyday English (B1), Administrative English (B2) and Academic English (B2).

French as a Foreign Language (FLE) courses

The French as a Foreign Language (FLE) courses organised by the Language Centre are aimed at members of the university community (Erasmus students, regular students, researchers, etc.) whose mother tongue is not French. These courses are tailored to different levels of proficiency, from beginner to advanced, and enable participants to develop their language skills and integrate more effectively into the French-speaking community.

French as an Academic Language (FLA) courses

Alongside face-to-face classes, UNamur also offers a cross-disciplinary teaching module (UETR) dedicated to academic language: 'Strengthening the reading and writing skills required at the university'. This is a supervised programme, alternating between online work via 10 exercise modules (covering the comprehension of texts at an advanced level, writing a formal email, and reading exam instructions) and fortnightly face-to-face sessions to assess the work completed (quizzes) and reinforce some aspects of the subject matter. This UETR can be incorporated into the Annual Student Programme (PAE) for non-French-speaking students or taken as a stand-alone course.

Training

In addition to language courses, UNamur also offers a range of non-curricular training courses to enhance your skills, whether you are a student or a member of staff. These can include professional development workshops, research seminars, and specialized courses in various academic and professional fields. As a **student**, you can register for courses independently of your training registration.
For **doctoral students, and researchers** in general, there is also a catalog of cross-disciplinary training courses.

For more information on cross-disciplinary training courses for researchers, please contact: doctorat.adre@unamur.be

Scientific and administrative staff also have access to a training catalog set up by the university's human resources department.

2.3 Health, well-being and safety

Medical-psychological unit (CMP) for students

If you are a student or doctoral student, the Medical-psychological unit (CMP) offers free psychological and medical consultations. Our psychologists can also help you build your career plan if you need to (re) orient yourself.

UNamur's CMP offers stress management support, awareness-raising and discussion workshops on mental health issues, and a reflection on the importance of harm reduction in festive environments. Find out more.

Are you a student with a disability? You can benefit from tailor-made support to facilitate your integration and academic success. This assistance is tailored to the specific needs of each individual: **sensory disability, mobility impairment, chronic or long-term disabling illness, mental health disorder, cognitive impairment**.



How can I meet the members of the CMP?

For psychological consultations and (re) orientation you can write to this e-mail address : cmp@unamur.be
For **medical consultations**: general practitioners are available to see you without an appointment at an office on campus, **rue Bruno, 7, on Tuesdays** and **Thursdays from 12:30 to 1:30 pm**.
When the permanence is not open, you can make an appointment, **Monday to Friday from 8am to 6pm**, through the medical secretariat on 0495/57.11.17 with Drs Mabille Floriane and Contor Victoire.

For students with **disabilities**: etudiants-besoin-specifique-handicap@unamur.be
All our services are free of charge.

Medical centers offering services in English

Some clinics and hospitals in Namur offer medical services in English.

For more information on the health and well-being services available, see the Vécu brochure and the Researcher Help Desk .

On-call services, hospitals and health cards

In the event of a medical problem outside opening hours, on-call services are available.
In an emergency, we recommend that you go to one of the hospitals in the Namur region. A health card is recommended to facilitate access to medical services.

CENTRE HOSPITALIER UNIVERSITAIRE CHU UCL-NAMUR
Place Louise Godin, 15 - 5000 Namur
Phone: 081 72 04 11
http://www.cmsenamur.be/
Emergency : 081 72 04 31

CENTRE HOSPITALIER REGIONAL DE NAMUR CHRN
Avenue Albert 1er, 185 - 5000 Namur
Phone : 081 72 61 11
http://www.chrn.be/
Emergency : 081 72 67 07

CLINIQUE SAINT-LUC
Rue Saint-Luc, 8 - 5004 Bouge
Phone: 081 20 91 11
www.st-luc-bouge.be
Emergency : 081 20 91 00

CHU MONT GODINNE
Avenue G. Thérasse, 1 - 5530 Godinne (Yvoir)
Phone : 081 42 21 11
http://www.uclmontgodinne.be/ghome.php



As UNamur students and staff, you are advised to take out civil liability insurance to cover any damage caused to third parties. In the event of an accident, it is important to report it as soon as possible to ensure prompt and appropriate treatment via assurances@unamur.be .

Protection against harassment

UNamur is committed to providing you with a safe and healthy working and learning environment, free from harassment. Policies and procedures are in place to protect members of the university community from all forms of harassment.

- The PHARE (Protection harcèlement étudiant) program is available to help you, **students and PhD students,** who are confronted with situations of harassment (moral, physical or sexual).
- Support persons and a psychosocial prevention advisor, Zoé Thielens, are also available within the university to provide support and guidance to **staff members** who are victims or witnesses.



Services to support life at work

UNamur offers several services to support you in your working life, including stress management training, wellness workshops and consultations with mental health professionals.

Find out more about our workshops and information lunches in the agenda.

Key safety instructions

The university provides safety instructions to ensure the protection of everyone on campus. It is important to be aware of evacuation procedures, emergency exit locations and fire prevention measures.

Emergency services and police

In the event of an emergency, it's essential to know the European emergency number **112**. You will then be directed to the appropriate medical, fire or police services.

If you have a problem at UNamur, dial with your office phone; otherwhise dial 081.72.5000

2.4 With your family at UNamur

With your family at UNamur

I'm a parent

Are you a student or researcher and a parent at the same time? UNamur understands the unique challenges you face and offers services and resources to support you in your academic and professional journey while meeting the needs of your children.



Creche

UNamur has creche close to campus, providing a safe and stimulating environment for your children. The crèche is equipped to welcome children of different ages and offers flexible hours to suit parents' varied schedules.

Internships

During the school vacations, the university organizes internships for the children of members of the university community. These courses include fun, educational and sporting activities to keep children occupied and help them develop new skills while having fun.

School

Namur offers a range of quality nursery, primary and secondary schools for the children of students and staff. The schools are located in different parts of the city, making them easily accessible for families living in Namur.

Working time arrangements

You can take advantage of various working time arrangements to better reconcile your family and professional responsibilities. These schemes enable you to temporarily reduce your working hours while retaining your social benefits, giving parents greater flexibility.

Help for spouses and partners

UNamur offers support services for spouses and partners. These services aim to facilitate their integration, offering advice on finding job opportunities, language courses, and other useful resources to help them adapt to life in Belgium.
For further information, please consult the Researcher Help Desk and the SAPEFUN brochure.

3. Life on campus

3.1 Information on the university campus

Academic & extra-academic calendar

The UNamur academic calendar includes course start and end dates, examination periods and university vacations.
Extra-academic events such as conferences, workshops and cultural activities are also organized throughout the year.

Campus map

The UNamur campus is located in the heart of the city of Namur, giving you easy, direct access to the city's university infrastructure and attractions.

Library

The Moretus Plantin University Library (BUMP)

is open to all students, PhD students, researchers and staff. It offers an ideal setting for studying, with quiet spaces, computers, free Wi-Fi, librarians available to advise you, and of course a vast collection of books and electronic resources. The BUMP is located at 19 Rue Grandgagnage. For opening times, please visit the library website here.

Please note that the BUMP is currently being renovated. Pop-Up BUMP have been set up to welcome you during the works:

POP-UP BUMP	POP-UP BUMP Grafé
44 RUE DE BRUXELLES	1A RUE JOSEPH GRAFÉ
MONDAY - FRIDAY: 7.30AM-6PM SATURDAY: 8AM-4PM	MONDAY-FRIDAY: 8AM-5PM
All BUMP services All collections with direct access, except those relating to the Faculty of Philosophy and Humanities	Collections linked to the Faculty of Philosophy and Letters and the interlibrary loan service
84 seats, 8 of which are reserved for concultation of books only	70 seats, 8 of which are reserved for consultation of books only
Access reserved for UNamur students and staff (members only)	Access reserved for students of the Faculty of Philosophy and Humanities and members of UNamur
Seat reservations must be made via Affluences (app or website) Maximum 24 hours/week per person	

Sports



More than twenty sports are offered on campus. Sports activities are organized mainly in the Centre Sportif Polyvalent (10, rue Godefroid), which includes a large sports hall, a dojo for martial arts and a weight room. Thanks to the UNamur sports membership, you also have access, at specific times, to Namur's swimming pool, climbing gym and bouldering center. Sports membership costs €40 (students and researchers) and €60 (staff members) for the year. Inter-university tournaments and competitions are also organized throughout the year. For more information: Sports at UNamur.

The city of Namur has a number of sports halls and other facilities. Find out more here.

Culture

Quai 22 is UNamur's cultural space, offering a varied socio-cultural program in collaboration with the student community and the various faculties. Theatre, shows, concerts, lectures, debates and films punctuate the life of Quai 22 throughout the academic year. To make sure you don't miss out on any cultural activities, follow Quai 22 on Facebook.

On campus, you can also take part in cultural workshops: choir, acting classes, photography classes, sophrology... Find out more here.

Student activities and representation

Student activities and representation on the Namur campus are run by student collectives.

- The Assemblée des Cercles **(ADC)** brings together the student circles associated with the University's faculties and departments. These are groups of students who organize festive activities or events related to their studies.
- The Conseil Inter-Régionales **(CIR)** brings together the various "Régionales" linked to the University. Students meet according to their region of origin in Belgium and organize, among other things, student initiation activities.
- **The Assemblée** Project-based student dorms **(AKAP)** coordinates the activities of the various kots-à-projet on campus. The kots-à-projet (kàps) are groups that bring together (several students, living together in university accommodation, around different projects (cultural,social, recreational, awareness-raising, etc.).
- **The** Student Council brings together students from the university community, elected by their peers, to defend and represent students in the various bodies that make up the University of Namur. Council members also develop projects to improve student life on campus.
- Last but not least, the Student General Assembly is the umbrella body for all student activities on campus. Its members, organized into a bureau, defend and promote student interests. They organize the University's major balls and student events. Members of the various assemblies are sent there to ensure proper coordination between all activities.
- When they're not attending classes, students often meet up during the day in faculty circles to spend some social time together. In the evenings, these circles can host parties, as can the **Bunker** underneath the Faculty of Medicine, a well-known venue in Namur dedicated exclusively to student parties.

University restaurants

L'Arsenal is the university restaurant where you can spend your lunch time. Hot dishes (from €4 for students/ doctorates and €6.50 for staff) and sandwiches are available at democratic prices.

The campus is surrounded by several restaurants and sandwich shops, as well as markets and various shops.

Espace Matteo Ricci

The Espace Matteo Ricci is an emblematic place of welcome, exchange and support for the university's international public. The space is designed as a meeting place for students, researchers and internationally mobile staff, whether on exchange programs, expatriates or in refugee situations.

If you need help with administrative formalities, are looking for support to help you find your feet at UNamur and in Namur, or simply want to meet other internationals, the Espace Matteo Ricci is for you. NGOs will be on hand to answer all your questions (socio-cultural, socio-legal, administrative). Training courses and socio-cultural activities are organized throughout the year in French and English. To find out more, click here:
Espace Matteo Ricci

Contacts :

espace.matteao.ricci@unamur.be

Espace Matteo Ricci address:
Rempart de la Vierge 12



4. Practical information

4.1 Practical information about life in Namur

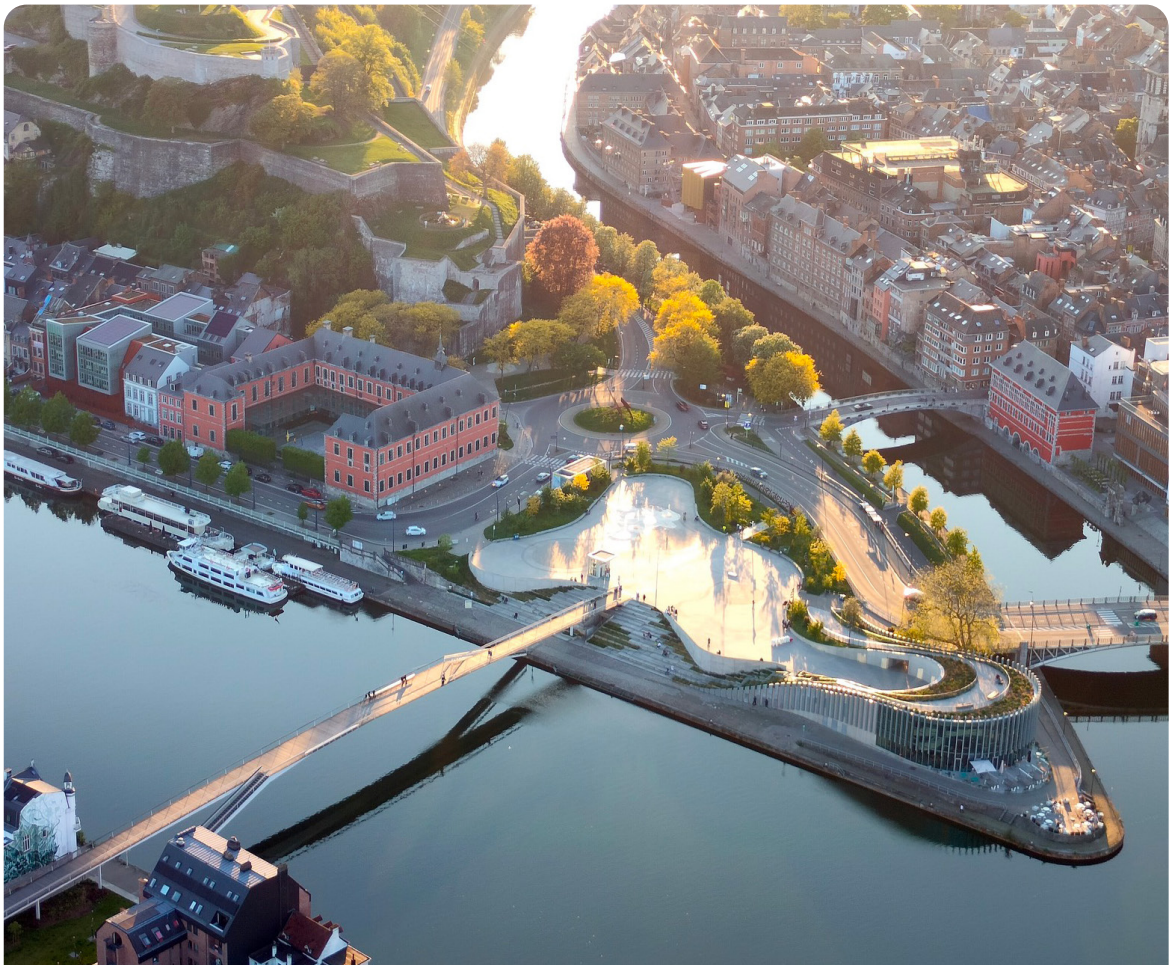
Getting to Namur

By train: Namur can be reached from the stations of **Brussels, Liège, Charleroi** and other major Belgian cities. International trains, such as those from Paris or Amsterdam, also take you to Namur via Brussels.

By plane: you can fly into one of the nearest airports, **Brussels-Zaventem** (main airport) and **Charleroi-Brussels South** (ideal for low-cost flights). From these airports, you can take a train or bus to Namur.

Public transport

Namur has an efficient public transport network with buses (TEC) and trains (SNCB).



Banks

To open a bank account in Belgium, it's advisable to check out the major banks. These banks offer a range of services tailored to the needs of international customers. Find out more here.

Phone and Internet

Belgium has several cell phone operators, including Proximus, Orange and BASE. You can take out subscriptions or choose a prepaid SIM card. Internet service providers include Proximus and VOO, with a variety of packages.

Shopping

For food shopping, supermarkets such as Delhaize and SPAR are within easy reach in the city center. Other supermarkets such as Carrefour, Delhaize, Lidl and Aldi are also available, but outside the city center.

In general, all stores (with the exception of night stores) are open from 10:00 am to 6:00 pm, banks and administrative offices from 9:00 am to 4:00 pm, and are closed on Sundays and public holidays.

Market

Every Saturday morning (8:30 a.m. to 1:00 p.m.), the public market is held along the river Sambre, Boulevard Frère-Orban. You'll find mainly food products (vegetables, fruit, meat, halal meat, cheese, bread, pastries, spices) and clothing... Those interested in organic food will also find local producers.

Organic market at La Plante (chaussée de Dinant - parking omnisports), every Friday from 3 pm to 6:30 pm.

Flea market on Sunday mornings from 8 a.m. to 1 p.m. on the quai de la Meuse in Jambes, just after the pont de Jambes.

Leisure

Namur offers a rich variety of leisure activities, from discovering the Citadel and museums to sporting and cultural activities. Theatres, cinemas and festivals punctuate local life throughout the year.

Namur has a swimming pool, climbing gym, bouldering gym, mountain bike trails...

For more information on sports and tourism in Namur, click here.

Cults

Namur is a multicultural city with places of worship for different religions :churches, mosques and temples.

Waste management

Waste management in Namur is organized with regular collections for household waste, recyclables and organic waste. It is important to sort your waste and respect the collection days for each type of waste. Detailed information is available on the City of Namur website.

Adopt simple gestures to protect the planet, such as recycling, reducing plastic use and saving energy. Get involved in local sustainable development initiatives.


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DE NAMUR