

December 2017



GENERAL GUIDELINES FOR STUDENTS



Authorities are requested to make this document available to their students, designated to follow a course in EGUERMIN. Non-compliance can adversely affect students.

1. **ADDRESS**

- EGUERMIN
3e en 23ste LINIEREGIMENTSPLEIN
B-8400 OOSTENDE
BELGIUM

Barracks are also known as Marinekazerne Bootsman JONSEN (MKBJ)

- Tel: +32 2 44 31138
- Planning Office: +32 2 44 31147
- E-mail: beparteguerman-planning@mil.be
- Security Petty Officer Tel: +32 475 57 95 15

2. **PARKING FACILITIES**

- A 24 hours monitored parking is available in the fenced area in front of the main gate. If you desire to park in this lot please check in with the watch and let them know which car you will be parking there.
- Motorcycles and mopeds can be parked in a reserved area inside the EGUERMIN complex

3. **ACCESS TO THE SCHOOL**

- **SMOKING IS STRICTLY FORBIDDEN INSIDE ALL BUILDINGS !**
- Upon arrival at the school the student has to register at the reception desk.
- The student has to register between 07.00 hrs and 08.00 hrs on the first day of the course.
- The student arriving the day prior to the course has to register before 23.00 hrs.
- Upon arrival at the school the student receives a personal access-pass and room-key. The pass must be worn visible while in the school during working.
- The access-pass has to be held close to the registration device to unlock the door.
- The access-pass has to be shown at the main gate and gives access to the barracks.
- Students arriving the day before the start of a course (e.g. on Sunday evening) must notify EGUERMIN in advance of arrival.
- On the day of arrival students may enter the school before 23.00 hrs or after 07.00 hrs. It is **NOT** possible to enter the school between 23.00 hrs - 07.00 hrs without the personal access-pass.

4. **KEYS**

- The room keys and the personal access-cards are obtained from the receptionist (during working hours) or the Security Petty Officer (outside working hours).
- When leaving your room it must be locked.
- Lock valuables in the appropriate lockers in the room.
- The loss of a key or personal access-pass must immediately be reported to the mentor or the Security Petty Officer. The replacement must be paid by the student: ±10 EURO per key and 12,39 EURO per electronic card.
- At the end of your stay, keys, cards and passes must be handed in at the reception (during working hours) or at the Security Petty Officer (outside working hours).

5. ACCOMMODATION

- The students are accommodated in the school (28 single and 2 double rooms), or in the barracks (building F) (9 single rooms). Rooms in the school are at LTCDR's standards.
- Restrooms and showers are situated outside the rooms.
- Bed linen is provided. Students have to bring their own towels.
- Electric razors are to be adjusted for 220 Volts continental plugs.
- Rooms will be cleaned on a regular basis. Please keep your area in order, do not leave personal items laying about.
- Glass waste **MUST** be disposed in the glass-containers in the passages.
- Alcoholic beverages, cooking utensils, etc. are **NOT** allowed in the rooms.
- Pinning something to the walls or the woodwork is **NOT** permitted.
- Every room is equipped with a TV, a radio with CD-Player and a refrigerator.
- Make sure, whilst using your TV or music installation, not to disturb the study or the rest of your fellow-students (Overall silence at 22.00 Hrs.).
- It is possible to use internet in the cyber room of the school or in your room using your personal laptop if fitted with WIFI-connection. Make sure you know your MAC-address. Devices must be registered with MAC address before use. Forms available room 2.14b.
- Enlisted personnel make up their own beds.
- Laundry facilities are available in room 313.
- The day of departure, the rooms **have to be cleared out at 08.30**. Only packed luggage can be stowed in the room.
- Price per day in EURO for accommodation/night
 - Students: € 20.00
 - Payable: Cards ONLY (Maestro, Visa or Mastercard).

NOTE:

1. The prices are subject to changes without notice.
2. Accommodation that has not been requested in advance can only be assigned if there is room available.
3. When there is not enough accommodation, the highest ranks can be accommodated in a hotel. These persons will then receive a "non-availability sheet".

6. CATERING

- Meals are served at the all-ranks mess.
- The student must be registered for each meal. He/she is responsible for registering the needs of meals for the first day of their stay (breakfast, lunch and diner), he/she must send this information 6 weeks prior to the course with an information sheet.
- During the arrival-routine the mentor will accompany the students to the all-ranks mess, where they can arrange catering for the rest of their stay.
- EGUERMIN has a small kitchen with limited possibilities, therefore is the all ranks mess CLOSED during the weekend (Friday supper included) and on holidays.
- Meal hours/ Prices in EURO
 - Breakfast: 07.00 - 07.45 € 2,00
 - Lunch: 11.50 - 12.30 € 4,50
 - Supper: 16.30 - 17.45 € 3,00
 - Payable: ONLY cash

NOTE: These prices are subject to changes without notice.

7. THE MENTOR

- A mentor is assigned for every course.
- The mentor arranges the arrival routine. He/she guides the students with the arrangement of their affairs in the school, the MKBJ and gives information concerning the course. When you need information prior to the course, you can contact your mentor through “Bureau Planning” (Tel: +32 2 44 31147) or bepartequermin-planning@mil.be
- At the start of the course the mentor will provide the students the aim, contents and class schedule of the course.
- During the course the mentor is responsible for the guidance of the students and for giving the necessary information.

8. CLASS REPRESENTATIVE

- A “class representative” will be designated by the mentor for the duration of the course.
- He/she is responsible for the appearance of the class, the presence of the students and for collecting the classroom key (opening and closing the class).
- He/she reports any particularities to the instructor at the start of each lesson.
- He/she can be charged with the command over the execution of collective activities or movements.
- He/she is responsible for the discipline in the class.
- He/she represents the class towards the mentor concerning matters of general interest.

9. CLASSROOMS

- The mentor will provide the partition of the classrooms and the weekly course program.

10. LECTURE HOURS

Period	Time	Remark
1	08.30 – 09.15	
2	09.20 – 10.05	
	Coffee Break	
3	10.20 – 11.05	
4	11.10 – 11.55	
	Lunch	
5	13.05 – 13.50	
6	13.55 – 14.40	
	Coffee Break	
7	14.55 – 15.40	Not on Friday
8	15.45 - 16.30	Not on Friday

11. STATIONERY:

- The student must be in the possession of writing materials, ruler, writing paper and a binder A4 size.

12. EXAMS

- Exams i.a.w EGUERMIN regulations, Belgian and Dutch laws.
- Information can be obtained from the Head of Education Support (HSOO) or the mentor.

13. SECURITY

- **DUE TO STRICT BELGIAN LAW, THE SECURITY CLEARANCE CERTIFICATE MUST REACH EGM BEFORE STARTING THE COURSE**
- **NO VALID SECURITY CLEARANCE CERTIFICATE MEANS NO ENTRANCE TO THE COURSE AND THE STUDENT MUST RETURN TO HIS/HER UNIT (Only applicable for NATO and BEL/NLD courses).**
- During working hours there is a receptionist at the entrance of the school (Tel. 31138). After working hours there is a "Security Petty Officer" in the school (room 327, Tel. 31215 or Mobile +32/(0)475-579515).
- Entry to the school is restricted to school personnel and students (Ref Para. 4).
- Classified waste containers are situated at several places in the school. Ask your mentor for information.
- Taking pictures in the school / barracks is prohibited.
- Books and classified documents that are not used are to be locked in the lockers in the classrooms or accommodation. Books and classified documents are not to be taken out of the school.
- No notes may be taken from classified data. Photocopies of classified material may only be taken after obtaining the permission from BURDOC.
- Report all losses of classified information to the mentor at once.
- Security violations will be prosecuted.
- The barracks can only be entered on display of the access-pass.
- The use of cellular phones is prohibited in the classrooms and other designated areas.

14. UNIFORM

- During working hours the Belgian rules concerning the uniform are to be respected (no working clothes or battle dress). This means that during normal days the 'woolly pully' can be worn. Service blue is required for certain occasions. Evening or ceremonial uniforms will normally not be required for students attending a course at EGUERMIN. Ask your mentor for any additional information.
- Dress code for Dutch students during the course at Eguermin is "tenue 6A" (sweater, shirt with long sleeves and tie) or "tenue 10" (shirt with long sleeves and tie or shirt with short sleeves).

15. REQUESTS/COMPLAINTS

- Requests are to be submitted to the mentor.
- Complaint forms can be obtained from the mentor or at the reception and must be delivered to the room 1.56

16. SPORT FACILITIES

- EGUERMIN has a fitness and sports room (open 24/7).
- The Municipal Swimming Pool of Oostende, at 2.5 Km from the School features an Olympic-size indoor swimming pool.

17. RULES AND REGULATIONS

- This document is only a guideline. Students are to observe EGUERMIN rules and regulations. For more information you can ask your mentor.

18. GENERAL INFORMATION ABOUT OOSTENDE

- Can be found on the internet: <http://www.visitoostende.be>

19. HOW TO REACH EGUERMIN

- EGUERMIN can be reached easily by air and railway. There are frequent railway connections between the major cities in surrounding countries, BRUSSELS main railway station, BRUSSELS National Airport and OOSTENDE. The school is at a 10-minute walk (800 meters) from the railway station.

➤ By Air:

- Belgium is a hub to many major airlines. To reach Oostende from the airport you can board a train at the airport, change trains at Brussel Noord and continue to Oostende
- General Information about Brussels Airport can be found on <http://www.brusselsairport.be/en/>

➤ By Railway:

- From Amsterdam:
Every hour a train leaves Amsterdam for Antwerpen. In Antwerpen you have to change trains to Oostende. The time to change trains is less than 5 minutes. This train also stops at Gent and Brugge. Total travel time is about 3 ¾ hours
- From France and the United Kingdom:
High speed trains (TGV) from Paris and London both stop at Lille-Flandres (FR) and/or Brussels, from where you can proceed to Oostende.
- General information about travelling by train to Oostende can be found on:
<http://www.b-rail.be/main/E/>
<http://www.b-europe.com/Travel>
<http://www.thalys.com/>
<http://www.eurostar.com>

➤ By Car:

- 3^e en 23^{ste} Linierégimentsplein, Oostende
- GPS: 51,224564378736 2,92458881863014