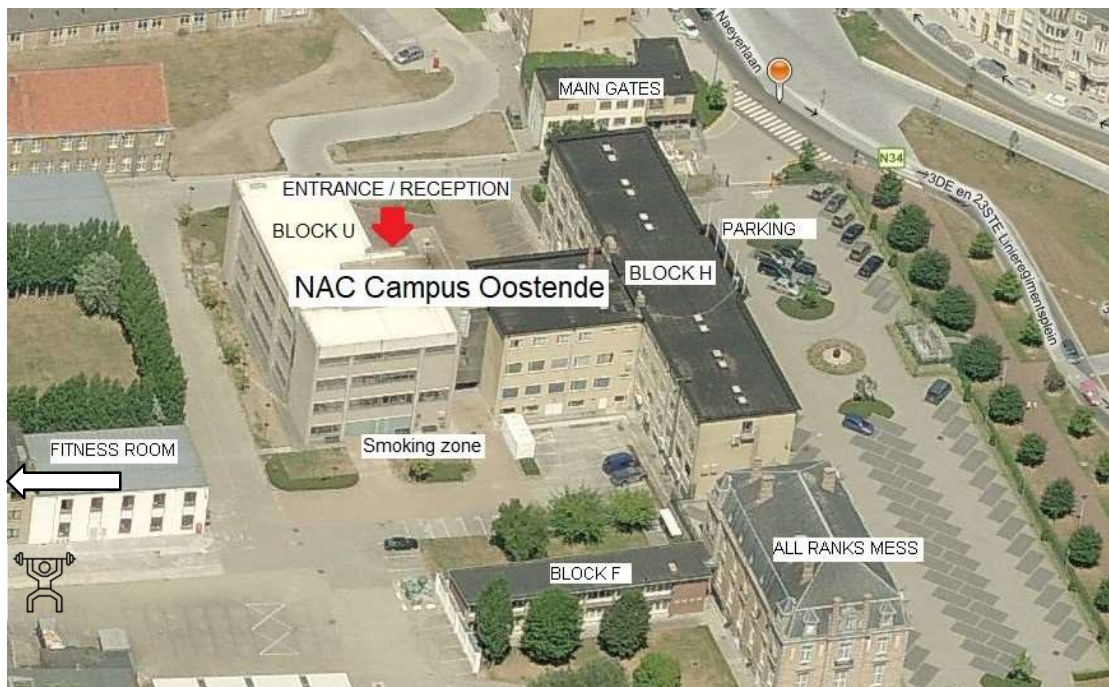




**NAVY ACADEMY
CAMPUS OOSTENDE**
Expert Areas Naval Mine Warfare
3e en 23e Linierregimentsplein
B-8400 OOSTENDE BELGIË
Tel: +32 (0)2 44 31138
Email : NAC-LLP-EA-NMW@mil.be
Website : <https://navyacademy.mil.be>

GENERAL GUIDELINES FOR STUDENTS



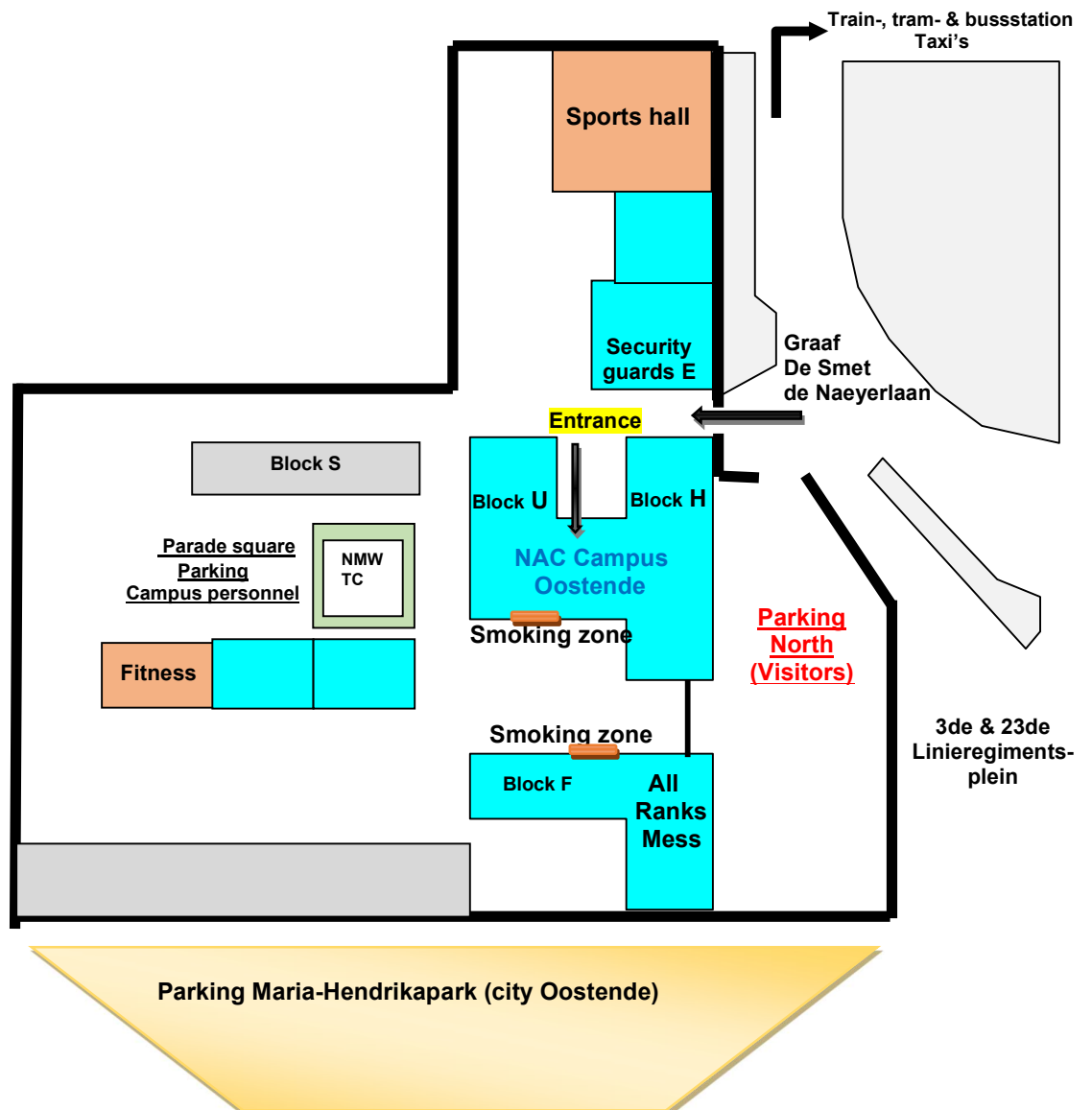
Authorities are requested to make this document available to their students, designated to follow a course in the Navy Academy Campus Oostende. Non-compliance can adversely affect students.

1. **ADDRESS**

- NAVY ACADEMY CAMPUS OOSTENDE
3e en 23ste LINIEREGIMENTSPLEIN
B-8400 OOSTENDE
BELGIUM

Barracks are also known as Marinekazerne Oostende (MKOS)

- Reception desk : +32 2 44 31138
- Planning Office: +32 2 44 31121 or 31147
- E-mail: NAC-LLP-EA-NMW@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 Navy Academy complex

3. ACCESS TO THE CAMPUS

- Smoking is strictly forbidden inside all buildings.
- There are 2 smoking areas outside the main building.
- The student has to register between 07.00 hrs and 08.00 hrs on the first day of the course.
- Students arriving the day before the start of a course (e.g. on Sunday evening) must notify the planning office in advance of arrival (Enclosure B).
- The student arriving the day prior to the course has to register before 23.00 hrs.
- Upon arrival at the campus the student receives a personal access-pass and room-key. The pass must be worn visible while in the school during working hours.
- The access-pass has to be held close to the registration device to unlock the door of the main building.
- The access-pass has to be shown at the main gate and gives access to the barracks.
- It is **NOT** possible to enter the school between 23.00 hrs - 07.00 hrs without the personal access-pass.

4. KEYS AND ACCESS CARDS

- 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 25 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 : 6 single rooms). Rooms in the school are at LTCDR's standards.
- Toilet and shower are not in the room but in the hallway.
- 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 around.
- 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.
- 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.
- When using your TV or music system, for example, make sure not to disturb the study or sleep of your fellow participants (silence at 10 p.m.)
- Enlisted personnel make up their own beds.
- Laundry facilities are available in room 3.13 (detergent and iron are provided).
- The day of departure, the rooms **must be cleared out at 08.30**. Only packed luggage can be stowed in the room.
- Price per day in EURO for accommodation/night
 - Students: € 23 (2021 onwards)
 - 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 are rooms 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 two working days in advance. He/she is responsible for registering the needs of meals for the first and second day of their stay (breakfast, lunch, and dinner), he/she must send this information 3 weeks prior to the course with an information sheet. (Enclosure B). Vegetarian or alternative (spaghetti / lasagne) meals are also possible.
- 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.
- If there are insufficient registrations for supper, participants will be provided with a takeaway meal that will be available after hours in the refrigerator in the coffee room (2nd floor Block H).
- The campus has a small kitchen with limited possibilities, therefore is all the ranks mess CLOSED during the weekend (Friday supper included) and on holidays.

| | | |
|--|---------------|--------|
| – Meal hours/ Prices in EURO (April 2023) | | |
| Breakfast: | 07.00 - 08.00 | € 3,00 |
| Lunch / Spaghetti / Lasagne | 11.45 - 13.00 | € 6,00 |
| Soup | 11.45 – 13.00 | € 0.50 |
| Supper: | 16.30 - 18.00 | € 4,00 |
| Take away sandwich | | € 3.00 |
| Payment : : Cash / Bancontact / Maestro / Payconiq / VISA / American Express | | |

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 on campus and gives information concerning the course. When you need information prior to the course, you can contact your mentor through “Planning Office” (Tel: +32 2 44 31121 or 31147) or NAC-LLP-EA-NMW@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, if necessary.
- 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

On the first day of the course, the students must assemble not later than 08:30 in the coffee room students (ground floor Block H).

| 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. EXAMS

- Exams i.a.w. Navy Academy regulations, Belgian and Dutch laws.
- Information can be obtained from Direct Support to Production (DS2P) or the mentor.

12. SECURITY

- **DUE TO STRICT BELGIAN LAW, THE SECURITY CLEARANCE CERTIFICATE MUST REACH THE NAVY ACADEMY 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 3.27, 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.

13. UNIFORM

- During working hours, the Belgian rules concerning the uniform are to be respected. This means that during normal days the “daily working rig” can be worn. Service blue must be taken along for ceremonial or other representative activities. Ask your mentor for any additional information.
- A military headgear must also always be worn on top of the military uniform during outdoor movements within the base.

14. 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 1.53 (Planning Office).

15. MAIL

Incoming mail will be delivered to the person concerned via the secretariat and the mentor.

16. SPORT FACILITIES

- On campus, there is a fitness room that is open daily from 8 am until 9 pm and a sports hall from which keys can be collected at the main gate.
- The Municipal Swimming Pool of Oostende “Brigitte Beçue”, at 3 km from the school (At the Northlaan 14) features an Olympic-size indoor swimming pool.

17. RULES AND REGULATIONS

- This document is only a guideline. Students are to observe Navy Academy Campus Oostende 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/en>

19. HOW TO REACH NAC CAMPUS OOSTENDE

- NAC Campus Oostende 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/>
<https://www.eurostar.com/uk-en>
 - By Car:
 - 3^e en 23^{ste} Linierregimentsplein, Oostende
 - GPS: 51,224564378736 2,92458881863014