

## Key info sheet 2013-2014

### INSTITUTIONAL INFORMATION

|                                |   |
|--------------------------------|---|
| <b>Name of the Institution</b> | Haute Ecole EPHEC (Ecole Pratique des Hautes Etudes Commerciales)<br>EPHEC University College <span style="float: right;">Founded 1969</span> |
| <b>Main campus</b>             | Avenue Konrad Adenauer 3 – 1200 BRUSSELS (WOLUWE) – BELGIUM   |
| <b>Phone</b>                   | International Office: + 32 2 775 97 75 Fax : + 32 2 775 97 19   |
| <b>Other campuses</b>          | in Schaerbeek (ISAT: North-East district of Brussels)<br>and Louvain-la-Neuve (30kms south of Brussels)                                       |
| <b>Erasmus Code</b>            | B BRUXEL82  |
| <b>Web site</b>                | <a href="http://www.ephec.be">www.ephec.be</a>  |

### INTERNATIONAL OFFICE STAFF

|  |                         |   |
|--|-------------------------|---|
| <b>Head of the International Office</b>  | Mrs Françoise DE WAELE  | E-mail : <a href="mailto:f.dewaele@ephec.be">f.dewaele@ephec.be</a>         |
| <b>Institutional Erasmus Coordinator</b> | Mr Jean-Michel GREGOIRE | E-mail : <a href="mailto:jm.gregoire@ephec.be">jm.gregoire@ephec.be</a>     |
| <b>International Relations Officer</b>   | Mr Frédéric SIMONIS     | E-mail : <a href="mailto:international@ephec.be">international@ephec.be</a> |
| <b>Erabel coordinator</b>                | Mrs Kristien DEPOORTERE | E-mail : <a href="mailto:k.depoortere@ephec.be">k.depoortere@ephec.be</a>   |

### ACADEMIC PROGRAMMES

6 FULL-TIME PROFESSIONAL BACHELOR DEGREES

|   |  |
|---|--|
| <b>BA Marketing</b>                     | 3 years (Woluwé & Louvain-la-Neuve campus) |
| <b>BA International Trade</b>           | 3 years (Woluwé campus)                    |
| <b>BA Law</b>                           | 3 years (Woluwé campus)                    |
| <b>BA Accounting</b>                    | 3 years (Woluwé & Louvain-la-Neuve campus) |
| <b>BA Information Technology</b>        | 3 years (Louvain-la-Neuve campus)          |
| <b>BA Automation / Electromechanics</b> | 3 years (ISAT campus Schaerbeek)           |

*Details of degree programmes offered per campus: see our International Student Guide*

### ACADEMIC CALENDAR 2013-2014 (subject to minor changes)

|                        |   |
|------------------------|---|
| <b>FALL SEMESTER</b>   | 15 September 2013 - 18 January 2014 - ORIENTATION WEEK: starts on 10/09/2013          |
| → <b>Holidays:</b>     | 27 September, 28 October- 3 November, 11 November, 23 December 2013 to 5 January 2014 |
| → <b>Exams:</b>        | 6 to 17 January 2014 <b>Exam Resits</b> : August 2014                                 |
| <b>SPRING SEMESTER</b> | 27 January - 30 June 2014   |
| → <b>Holidays:</b>     | 3 to 9 March, 7 to 21 April, 1 May, 29 May, 9 June 2014                               |
| → <b>Exams:</b>        | 2-21 June 2014 <b>Exam Resits</b> : Late August / early September 2014                |

## NOTES FOR INCOMING STUDENTS

- Most courses are taught IN FRENCH
- Selected regular modules IN ENGLISH as part of the BA Marketing / BA International Trade degree programmes (almost exclusively taught in Fall semester – see specific list and description)
- Specific modules organized for Erasmus guest students (main Brussels campus) (e.g. French as a foreign language / Brussels at the Heart of Europe / Intercultural Communication)
- Year 3 course modules only available in Fall semester
- Year 3 Spring semester for regular EPHEC students : 14-week work placement + Final project
- Detailed course module lists & descriptions (ECTS Guides) sent on request
- International Student Guide can be downloaded on our website
- Information in English at <http://www.ephec.be/index.php?page=erasmus>

Please contact the **International Office** to receive a complete and updated **list of Courses taught in English**

## ACCOMMODATION

Type of accommodation : in private sector (no school dorms or student residence owned)

- list of rooms of previous year sent on request (help from student tutors )
- renting contracts mostly for minimum 5 months + initial deposit (2 months)
- students are to sign contract directly with owner
- provisional stay possible at a youth hostel (list in International Student Guide)
- cost of living : student room on average 300-450 € /month

## APPLICATION DETAILS

|                       |   |
|-----------------------|---|
| <b>Deadlines</b>      | Fall Semester : 15 JUNE 2013<br>Spring Semester : 15 DECEMBER 2013  |
| <b>Condition</b>      | Official nomination received from the Home Institution's International Office   |
| <b>Language Level</b> | Students should have at least a B2 level (European Framework) in English and/or French  |
| <b>Documents</b>      | Send Guest Student Info sheet (sent with info pack) + CV + Photo + Motivation letter<br>Proposed ECTS Learning Agreement + Electronic Registration Form |
| <b>IMPORTANT</b>      | EPHEC University College is <b>closed</b> for the summer break (1 JULY-15 AUGUST)   |

Updated : **EPHEC** International Office – November 2012

