

## INSTITUTIONAL INFORMATION

<b>Name of the Institution</b>	<b>Haute Ecole EPHEC (Ecole Pratique des Hautes Etudes Commerciales)</b> <b>EPHEC University College / University of Applied Sciences</b> - Founded in 1969 Public institution of Higher Education subsidized by the French Community of Belgium
<b>Main campus</b>	Avenue Konrad Adenauer 3 – 1200 BRUSSELS (Woluwé Saint Lambert) – BELGIUM Main reception : + 32 2 772 65 75
<b>Phone</b>	International Office : + 32 2 775 97 75 Fax : + 32 2 775 97 19
<b>Other campuses</b>	<ul style="list-style-type: none"> <li>Schaerbeek (North-East district of Brussels) - ISAT Technical Department</li> <li>Louvain-la-Neuve (30 kms south of Brussels)</li> </ul>
<b>Erasmus+ Code</b>	<b>B BRUXEL82 (PIC/ICP : 947573019)</b>
<b>Website</b>	French pages : <a href="http://www.ephec.be/cours-du-jours/nos-formations">http://www.ephec.be/cours-du-jours/nos-formations</a> English pages : <a href="http://www.ephec.be/international/presenting-ephec">http://www.ephec.be/international/presenting-ephec</a> <a href="http://www.ephec.be/international/erasmus">http://www.ephec.be/international/erasmus</a>

## CONTACTS INTERNATIONAL OFFICE

<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>I.R.O Officer &amp; Incoming Mobility</b>	Mr Frédéric SIMONIS	E-mail : <a href="mailto:international@ephec.be">international@ephec.be</a>
<b>I.R.O Officer &amp; Outgoing Mobility</b>	Mrs Astrid BUELENS	E-mail : <a href="mailto:erasmusout@ephec.be">erasmusout@ephec.be</a>
<b>Erasmus Belgica Coordinator</b>	Mrs Barbara BROOIJMANS	E-mail : <a href="mailto:b.brooijmans@ephec.be">b.brooijmans@ephec.be</a>

## ACADEMIC PROGRAMMES : 8 FULL-TIME PROFESSIONAL BACHELOR DEGREES

Total number of regular students : +/- 4500 (daytime programmes)

**EPHEC** also offers evening degree programmes (School of Further Education / Ecole de Promotion Sociale)

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

*NB : For details of degree programmes **Minors** (Year 3 Fall Semester) offered on each campus : contact our International Office*

## ACADEMIC CALENDAR 2018-2019 (subject to potential minor changes)

<b>FALL SEMESTER</b>	17 September 2018 to 25 January 2019 ORIENTATION WEEK for guest students : week prior to start Fall Semester
→ <b>Holidays:</b>	27 September / 29 October to 4 November 2018 Christmas break 24 December 2018 to 6 January 2019
→ <b>Exams:</b>	7 to 18 January 2019 - Transmission of TOR end of February <b>Exam Resits</b> : Late August 2019 / early September 2019
<b>SPRING SEMESTER</b>	1 February to 28 June 2019 ORIENTATION WEEK for guest students : late January 2019
→ <b>Holidays:</b>	4 to 10 March / 8 to 21 April / 1 May / 30 May / 10 June 2019
→ <b>Exams:</b>	27 May to 14 June 2019 - Transmission of TOR end of June <b>Exam Resits</b> : Late August / early September 2019

**NOTES FOR PARTNERS & GUEST STUDENTS**

- Most REGULAR course modules are taught IN FRENCH.
- Selected REGULAR MODULES TAUGHT IN ENGLISH as part of the Bachelor in Business degree programmes
- SPECIFIC MODULES organized specifically for GUEST STUDENTS (at our main Brussels campus only) (e.g. International Marketing / Cross-cultural Business Management / EU Institutions / Sales Techniques etc)
- Possibility of combining modules taught in FRENCH and in ENGLISH
- Year 3 level regular modules available only in the FALL SEMESTER
- SPRING SEMESTER : alternative possibility for guest students of a 14-week WORK PLACEMENT and/or a supervised FINAL PROJECT WORK
- Contact our International Office ([international@ephec.be](mailto:international@ephec.be)) for updated course module details
- INFORMATION IN ENGLISH on <http://www.ephec.be/international/erasmus>
- ☺ Discover Brussels & Belgium with this video clip : <https://vimeo.com/152172068>

**ACCOMMODATION**

Type of accommodation : in private sector (**no** school dorms or student residences owned by **EPHEC**)

- Info guide sent with info pack
- list of rooms of previous year sent on request (help from student tutors)
- renting contracts mostly for minimum 5 months + initial deposit of 2 months
- students are to sign contract directly with owner
- provisional stay possible at a youth hostel
- cost of living : student room on average 350-450 € /month

**APPLICATION DETAILS**

		<i>NOMINATION by home institution</i>	<i>APPLICATION documents from students</i>
<b>Deadlines</b>	<b>Fall Semester :</b> <b>Spring Semester :</b>	<b>15 MAY</b> <b>1 DECEMBER</b>	<b>1 JUNE</b> <b>15 DECEMBER</b>
<b>Condition</b>	Official nomination received from the Home Institution's International Office No free movers accepted		
<b>Language Level</b>	Students should have at least a <b>B2 level</b> (European Framework) in English and/or French The selection process is under the responsibility of our partner institutions		
<b>Documents</b>	Send all documents by email to <a href="mailto:international@ephec.be">international@ephec.be</a> including : <ul style="list-style-type: none"> <li>○ Guest Student Info Sheet (sent with info pack) + CV + Photo + Motivation letter</li> <li>○ Proposed ECTS Learning Agreement + Electronic Registration Form</li> </ul>		
<b>Summer break</b>	<b>EPHEC University College is closed for the summer break (1 JULY - 15 AUGUST)</b> <b>No correspondence is treated during this period</b>		

Updated : September 2018 by **EPHEC** International Office - Contact : [international@ephec.be](mailto:international@ephec.be)