

General information for the LA

ACADEMIC MOBILITY OFFICE MANAGEMENT (CAMPUS Verviers OR Huy) - MEDICAL OR FOREIGN LANGUAGES DEPARTMENTAL COORDINATEUR FOR RI, ECONOMICS DEPARTMENT: ANNE-MARIE.MARTINLANERO@HECH.BE

Double Degree Full Year

In order to optimise integration among students and to be able to design a timetable and participate in group work, **it is strongly recommended to choose courses in one grade per semester.**

Office Management Coordinators:

Laurence Louis (Huy) and **Isabelle Simar** (Verviers)
laurence.louis@hech.be - isabelle.simar@hech.be

The curriculum of Office Management, medical or foreign languages option, is programmed on the **Verviers** and **Huy** campuses. **German** language is only offered on the **Verviers** Campus.

The following French courses are mother tongue courses; it is recommended to have a **C1** level of French to opt for these subjects:

Year 1: French 1 and French 2 ;

2nd year: French 3 and French 4;

In the 3rd year, the Communication in French course.

Trips

On the **Huy** Campus, at the end of October:

- 2nd year: Project management seminar: includes a trip abroad for a cost +- **250 €**.
- 3rd year: the "projects" course, professional integration activities include the same trip for a cost of 250€.

On the Verviers Campus, at the beginning of November:

- 3rd year: the English Language Communication course: includes a trip abroad of +- **350€-400€**.
- 2nd year: 2nd year students participate in the trip organised by 3rd year students for the same cost.

Internships

The 2nd and 3rd year internship periods:

Year 2: 20 working days in March-April (4 weeks)

Year 3: 55 working days from February to May (12 weeks)

Foreign language courses are offered at different levels in the first year. It is essential to specify in the application form the CEFR level achieved in each foreign language at the learning agreement

Start of the academic year: 14/09

One week of intensive French language training, welcome Days; one week before the start of the academic year

Attendance at teaching activities is compulsory (medical certificate required for any absence)

The academic calendar must be strictly adhered to: dates of courses, exams, internship periods

The course programmes, evaluation methods and teaching methods are available at the address:

Huy Campus:

http://progcours.hech.be/cocoon/programmes/E1ADHB01_B.html

Verviers Campus:

http://progcours.hech.be/cocoon/programmes/E1ADV01_B.html

The exchange student is integrated into a "**Teams**" group as soon as he/she is selected. It is through this team that they are briefed before and during their stay at the HECh. He finds his class or his class-groups and the "tutorials" to register on **myhech**, **moodle**, read the **Hyperplanning** schedule among others...

A B1 level of French is required to follow the courses at the HECh. A certificate of the B1 level achieved in French is requested at the time of registration at the HECh.

Hyperplanning: The **course timetable** is available on the "guest" area of the website
<http://hpl.hech.be:62080/hp/> (to be consulted daily)

A French language and culture course is offered for 6 ects, semester 1, 4 ects, semester 2, for all non-French speaking international students. This French language and culture module also includes cultural outings.

Condition for obtaining the HECh - Partner double degree: validation of the 60 ects of the year of study of the double degree agreement (including the Internship period or final project if applicable)

The student sends his or her 1st year or 2nd year transcript of records to the International Relations Office in Liège. The HECh can then officially register the student in the Institution for subsequent graduation.

The **learning agreement** is pre-established according to the terms of the bi-diploma agreement between the two institutions.

Examination periods

The exams for the **1st** year courses, semester 1, are scheduled in **January**, then in **June** and then in **September** (June and September only to represent the failing courses).

The exams for the 2nd and 3rd year semester 1 courses are scheduled in January and again in September (in case of failure).

Semester 2, all three years of study, are scheduled in June and September (for failing courses).

Modifications to the learning agreement may be made with the agreement of the two Pedagogical Coordinators and the Host and Sending Institution:

- **before 15/10 for semester 1 courses**
- **before 15/02 for semester 2 courses**
- **for schedule incompatibility**
- **for non-organisation of the course on site**
- **for academic difficulty to be explained in a substantiated way**

In all cases, the HECh Coordinator and the Partner Coordinator must be consulted before any changes are made to the learning agreement. Once both Coordinators have been consulted, the required changes with validation are posted on myhech.