



FACTS SHEET 2019-2020

INSTITUTIONAL INFORMATION

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

CONTACTS INTERNATIONAL OFFICE

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| Head of the International Office | Mrs Françoise DE WAELE | E-mail : f.dewaele@ephec.be |
| Institutional Erasmus Coordinator | Mr Jean-Michel GREGOIRE | E-mail : jm.gregoire@ephec.be |
| I.R.O Officer & Incoming Mobility | Mr Frédéric SIMONIS | E-mail : international@ephec.be |
| I.R.O Officer & Outgoing Mobility | Mrs Astrid BUELENS | E-mail : erasmusout@ephec.be |
| Erasmus Belgica Coordinator | Mrs Barbara BROOIJMANS | E-mail : b.brooijmans@ephec.be |

ACADEMIC CALENDAR 2019-2020 (subject to potential minor changes)

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|------------------------|--|
| FALL SEMESTER | mid September 2019 to +/- 26 January 2020 |
| | ORIENTATION WEEK for guest students : week prior to start Fall Semester |
| ® Exams: | Christmas break 20 December 2019 to 6 January 2020 |
| | 6 to 21 January 2020 - Publication of results end of January |
| | Exam Resits : Late August / early September 2020 |
| SPRING SEMESTER | +/- 5 February to 29 June 2020 |
| | ORIENTATION WEEK for guest students : from 29 January 2020 |
| ® Holidays: | TBC |
| ® Exams: | Approximately 4 to 22 June 2020 (TBC) - Publication of results end of June |
| | Exam Resits : Late August / early September 2020 |

NOTES FOR PARTNERS & EXCHANGE STUDENTS

- Selected REGULAR MODULES TAUGHT IN ENGLISH as part of the Business BA 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)
 - see “COURSE OFFER IN ENGLISH”
- Possibility of combining modules taught in FRENCH and in ENGLISH
- Year 3 course modules available only in the FALL SEMESTER
- SPRING SEMESTER : alternative possibility for guest students of a 14-week WORK PLACEMENT
- Contact our International Office (international@ephec.be) for updated course module details
- INFORMATION IN ENGLISH on <http://www.ephec.be/international>
- Discover Brussels & Belgium with this video clip : <https://vimeo.com/152172068>

ACCOMMODATION

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

- 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> |
|-----------------------|--|-------------|--|
| Deadlines | Fall Semester : | 15 MAY | 1 JUNE |
| | Spring Semester : | 15 NOVEMBER | 1 DECEMBER |
| Condition | Official nomination received from the Home Institution’s International Office No free movers accepted | | |
| Language Level | Students should have at least a B2 level (European Framework) in English and/or French The selection process is the responsibility of our partner institutions | | |
| Documents | Send registration documents (Nomination form + CV + electronic photo (JPEG) + Motivation letter + proposed ECTS Learning Agreement + Electronic Registration Form | | |
| Summer break | EPHEC University College is closed for the summer break (1 JULY - 15 AUGUST) No correspondence treated during this period | | |

HAUTE ÉCOLE

EPHEC

Le chemin pratique vers la réussite

EPHEC INTERNATIONAL RELATIONS OFFICE

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www.ephec.be