

## Incoming students at Haute Ecole Francisco Ferrer : FAQ

Question	Answers
<p><b>Nomination and application</b></p> <p>What is the procedure for nomination and application?</p> <p>When should the nomination be announced?</p>	<p>The sending institution announces the nomination of its student(s) to Haute Ecole Francisco Ferrer's IRO  <a href="mailto:Elisabeth.PLARD@he-ferrer.eu">Elisabeth.PLARD@he-ferrer.eu</a>            The IRO confirms that the student(s) is (are) accepted.</p> <p>The sending institution or the student(s) can then send the application to Ferrer's IRO, same address as above.</p> <p>Mobility for studies</p> <ul style="list-style-type: none"> <li>• Autumn semester: by June 1st</li> <li>• Spring semester: by December 1<sup>st</sup></li> </ul> <p>Mobility for traineeships: four months before the beginning of the traineeship.</p>
<p><b>Learning agreement</b></p> <p>How can courses be selected in the course catalogue?</p> <p>Can students combine courses in different departments?</p> <p>Can students combine courses at Bachelor and Master levels</p> <p>What are the minimum and the maximum course load?</p>	<p>Refer to the document entitled "Learning agreement".</p> <p>Yes.</p> <p>There is no Master level at HEFF but in the Economics department/ "Economie Type long").            In that case, yes, courses at Bachelor and Master levels can be combined.</p> <p>Officially the minimum and the maximum number of ECTS is 30ECTS for one semester. It can be more, it can be less, provided the home institution requires or accepts it.</p>

	<p>Maximum is 60 ECTS for one year.</p>
<p><b>Traineeship agreement</b></p> <p>What are the requirements?</p> <p>What are the minimum and the maximum course load?</p>	<p>Refer to the traineeship agreement.</p> <p>The number of ECTS depends on the duration of the traineeship and the sending institution's curriculum.</p>
<p><b>Language requirements</b></p> <p>What is the teaching language?</p> <p>What language level is expected?</p> <p>Is a specific French course for incoming students organized?</p> <p>Can the incoming student obtain ECTS for attending this course and passing the</p>	<p>The teaching language is French.</p> <p><i>A2 or B1 of the European Common Framework of Reference for Languages</i> . Preferably B1, but no student will be refused on the ground of his A2-level in French.</p> <p>Erasmus students will sit the Online Language Support test.</p> <p>Other students will not have to sit any entry-test in French.</p> <p>However, in case of poor language skills, the IRO will draw the attention of the student and inform the sending institution's IR Officer of this difficulty and its possible consequences.</p> <p>For Autumn-semester students: yes, in the first two weeks of September, and then one class a week until late October.</p> <p>The course is free.</p> <p>Yes, if the home institution agrees, up to 3 ECTS. For all participants, a certificate will be issued,</p>

examination?	mentioning the dates of attendance and the results.
<p><b>Examinations</b></p> <p>When are the examination sessions organized?</p> <p>What happens if a student fails an examination?</p> <p>Can a student re-sit an examination in his home institution?</p> <p>What is the grading system?</p>	<p>Autumn semester in January Spring semester: in June 2<sup>nd</sup> session: between August 16th and September 7th (approximate dates, the session starting on the 1st Monday after August 15th).</p> <p>Normally he/she re-sits the examination in the 2<sup>nd</sup> session. However, in some sections and depending on the format of the examination, the student may sometimes re-sit the examination before going back to his home-country, in the last ten days of the session, provided the sending institution agrees.</p> <p>Under exceptional circumstances and with specific arrangements with HEFF only.</p> <p>Passing mark: 10 out of 20 20-18: la plus grande distinction 17-16 : grande distinction 15-14 : distinction 13-10 : satisfaction 9-0 : échec For further information refer to the document entitled « How to interpret a Transcript of Records issued by HEFF”.</p>
<p><b>Accommodation in Brussels</b></p> <p>What help in finding accommodation are incoming students provided with?</p>	<p>Student accommodation in student’s rooms, studios, flats, ... In Belgium student accommodation is called « un kot », and sharing an apartment “coloc” (for “co-location”). Look up under such headings on websites</p> <p>Website : <a href="http://www.he-ferrer.eu/vie-etudiante/logi-ferrer">http://www.he-ferrer.eu/vie-etudiante/logi-ferrer</a></p> <p>A boarding house close to the HEFF sites <a href="http://www.pagesdor.be/internat-autonome-de-forest-forest-1190/">http://www.pagesdor.be/internat-autonome-de-forest-forest-1190/</a></p>

<p>Is there any HEFF's boarding house?</p> <p>How do incoming students apply for accommodation?</p> <p>What is the average cost of student accommodation in Brussels?</p> <p>What is the average duration of the lease?</p> <p>Is any warranty required?</p>	<p><a href="mailto:internatforest@gmail.com">internatforest@gmail.com</a> Telephone : + 32 2 349 62 81</p> <p>On top of the « public information » published on websites, the IR Officer keeps information on accommodation given by former incoming students. This document is sent privately once the application has been accepted and/on or request <a href="mailto:Elisabeth.PLARD@he-ferrer.eu">Elisabeth.PLARD@he-ferrer.eu</a>.</p> <p>Only the students of the Health Care department may rent a room at the boarding house (Brugmann site) provided there are rooms available Inquire with <a href="mailto:Laetitia.ZULIANI@he-ferrer.eu">Laetitia.ZULIANI@he-ferrer.eu</a> or <a href="mailto:heff.internat@he-ferrer.eu">heff.internat@he-ferrer.eu</a> Telephone: + 32 2 477 39 62</p> <p>They get in touch with the landlord or the student mentioned on the information sheet by themselves.</p> <p>Depending on the kind of accommodation, ranging from approximately 400€/month to 500€/month in private accommodation. Accommodation in “coloc” and 2-student apartments is usually cheaper.</p> <p>5 to 6 months (full months) for the one-semester mobility programmes.</p> <p>Usually, yes, up to the amount of 2-months' lease. Be careful and check the existence of the accommodation before paying the warranty.</p>
<p><b>Transport</b></p> <p>What is the public transport network in Brussels?</p> <p>How much can transport expenses amount to?</p>	<p>Bus, tram, underground= the STIB network (Société Intercommunale des Transports Bruxellois) <a href="http://www.stib-mivb.be/index.htm?!=fr">http://www.stib-mivb.be/index.htm?!=fr</a></p> <p>As soon as an incoming student arrives at HEFF's International Relations Office, he is provided with the certificate enabling him/her to benefit from the “Abonnement scolaire STIB”, (student rates), i.e. 50€ a year for public transport in Brussels.</p>

	<p>For students coming to the City center by train, a special Train +STIB card will be purchased with the same certificate. The cost of this “MTB scolaire” card is 90€ a year .</p> <p>It is cheaper to purchase a one-year student card than monthly cards, as monthly student cards do not exist.</p> <p>These rates apply to students up to the age of 24.</p> <p><a href="https://www.stib-mivb.be/school-abonnement-scolaire.html?l=fr">https://www.stib-mivb.be/school-abonnement-scolaire.html?l=fr</a></p>
<p><b>HEFF’s Support services</b></p> <p>What support services do incoming students have access to?</p> <p>What about insurance coverage?</p>	<p>The same support services as the HEFF students</p> <ul style="list-style-type: none"> <li>• intranet</li> <li>• Bureau des Relations internationales (IRO)</li> <li>• Resto-Ferrer (subsidized canteen, cheap rates)</li> <li>• Biblio-Ferrer (library)</li> <li>• Service d’aide à la réussite (Pedagogical support)</li> <li>• Psy-Ferrer (Psychological help)</li> <li>• Service d’Accueil et d’Accompagnement Ferrer</li> </ul> <p>The welfare support service and Medi-Ferrer are not available to incoming students.</p> <p>The student is covered by his home institution’s insurance.</p>
<p><b>Students with specific needs</b></p> <p>Are the HEFF’s buildings fit for students with specific needs?</p> <p>Is any further help provided?</p>	<p>Depending on the building. Palais-du-Midi building: yes (lift). Other buildings: no, but special arrangements can be made (classes on the ground floor).</p> <p>The “Service d’Accueil et d’Accompagnement Ferrer” provides students with appropriate help <a href="mailto:heff.SAAF@he-ferrer.eu">heff.SAAF@he-ferrer.eu</a> Mrs Nathalie TAYMANS + 32 2 279 58 01</p>
<p><b>Any other information required</b></p>	<p><a href="mailto:Elisabeth.PLARD@HE_FERRER;EU">Elisabeth.PLARD@HE_FERRER;EU</a></p>

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Monday-Friday 8-17 (but Wednesday 8-12)