

<b>HELMo University College</b>	
<b>Erasmus page</b>	<a href="https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx">https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx</a>
<b>Erasmus code</b>	B LIEGE37
<b>Brief description of the University</b>	HELMo counts 8000 students. t offers a wide range of Bachelor and Master degrees (33 different programmes) in various fields of study.
<b>Contact person(s)</b>	Ms. Julie Guiot j.guiot@helmo.be
<b>Field(s) of bilateral agreement</b>	Business International development

<b>Academic and Administrative Matters</b>	
<b>Courses for exchange students in English</b>	<a href="https://www.helmo.be/CMS/Profils/International/EN/Students-IN/Erasmus.aspx">https://www.helmo.be/CMS/Profils/International/EN/Students-IN/Erasmus.aspx</a>
<b>Language requirement (s)</b>	English and French (B2)
<b>Orientation Day</b>	First week of each semester
<b>Semesters (including examination period)</b>	Fall semester: September 7th-January 31st Spring semester: February 1st- June 31st
<b>Application deadline</b>	Fall semester: June 1 <sup>st</sup> Spring semester: December 1 <sup>st</sup>
<b>Application procedure</b>	<a href="https://www.helmo.be/CMS/Profils/International/EN/Students-IN/Erasmus.aspx">https://www.helmo.be/CMS/Profils/International/EN/Students-IN/Erasmus.aspx</a>
<b>Accommodation</b>	Responsibility of the students.
<b>Costs of living expenses</b>	€700-800 per month
<b>About the city</b>	Liege is the third biggest urban area of Belgium, after Brussels and Antwerp.



# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	HAUTE ECOLE LIBRE MOSANE – HELMo
Erasmus Code	BELIEGE37
Institution website	<a href="http://www.helmo.eu">www.helmo.eu</a>
Online course catalogue	<a href="http://www.helmo.be/études">www.helmo.be/études</a>
Institutional coordinator	Julie Guiot <a href="mailto:j.guiot@helmo.be">j.guiot@helmo.be</a> Mont Saint-Martin 41, 4000 Liège 0032 4 2206107

### 2. Detailed requirements and additional information

#### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	French	B1
Staff Mobility for Teaching	Any	French or English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

#### 2.2. Additional requirements

The teaching language is mostly French. We recommend all the incoming students with a good level in French in order to be able to follow lectures in French, to participate in the proposed activities and to go on placement in the Liège area.

Therefore, we propose the incoming students to attend a crash course in French in the beginning of September for beginners. And during the semester, we organize a Course in French as Foreign language. Further information can be asked to each international departmental coordinator (<https://www.helmo.be/CMS/Profils/International/EN/Team.aspx>)

In our *business department*, some courses are taught in English during the **FALL** semester.

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	Online application deadline: <b>June 1<sup>st</sup></b>
<b>Spring term</b>	Online application deadline: <b>December 1st</b>

### 2.3.2. Decision Response

We will send our decision within 4 weeks.

### 2.3.3. Welcome Days / French Crash Course 2017/ FLE

<b>Welcome Days 1<sup>st</sup> semester</b>	Compulsory from 5 <sup>th</sup> September 2018 (Welcome to Liège, visit, introduction to the Belgian Culture and Heritage, discovering HELMo,...)
<b>Crash Course</b>	To be determined
<b>French as a foreign language</b>	Winter semester: contact Martine Wilmots <a href="mailto:m.wilmots@helmo.be">m.wilmots@helmo.be</a> Spring semester: <a href="http://www.ulg.ac.be/cms/c_2356972/cours-du-soir-francais-langue-etrangere">http://www.ulg.ac.be/cms/c_2356972/cours-du-soir-francais-langue-etrangere</a>

### 2.3.4. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

### 2.3.5. Termination of Agreement

Termination of this agreement should be communicated before **1 October** the preceding academic year for the termination to take effect the following academic year. In the event of termination, both institutions undertake to ensure that all students accepted for, or already undertaking, an exchange will be able to complete that exchange.

In addition to the text in the agreement regarding amendments of mobility numbers, it is to prefer if both partners inform each other preferably by **1 October** the preceding academic year about changes of mobility numbers, however at the very latest by January the preceding academic year.

## 3. Additional information

### 3.1. Grading system

From this academic year HELMo will use the Egracons system.

<http://egracons.eu/>

### 3.2 Information

	B LIEGE37
for Incoming Students	<a href="https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx">https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx</a>
Course Catalogue	<a href="https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx">https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx</a>
Housing <sup>1</sup>	<a href="https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx#Accommodation">https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx#Accommodation</a>
Contact details	<a href="mailto:m.habay@helmo.be">m.habay@helmo.be</a> or ESN HELMo <a href="mailto:esn.helmo@gmail.com">esn.helmo@gmail.com</a>
Visa Information	<a href="http://diplomatie.belgium.be/en/">http://diplomatie.belgium.be/en/</a>
Contact details	<a href="mailto:m.habay@helmo.be">m.habay@helmo.be</a>
Insurance Information	<a href="http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm">http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm</a>
Contact details	<a href="mailto:m.habay@helmo.be">m.habay@helmo.be</a>
ECTS Users' Guide	<a href="https://www.helmo.be/CMS/getattachment/Profils/International/EN/Students-IN/2016-07-07_ECTSGUIDE_EN-(1).pdf.aspx">https://www.helmo.be/CMS/getattachment/Profils/International/EN/Students-IN/2016-07-07_ECTSGUIDE_EN-(1).pdf.aspx</a>
WWW Students and Staff with Disabilities	<a href="https://www.helmo.be/CMS/Profils/Etudiant/situation-de-handicap.aspx">https://www.helmo.be/CMS/Profils/Etudiant/situation-de-handicap.aspx</a>
Contact details	Vie étudiante

### 3.3 Belgian Culture and Heritage

Since a few years, HELMo offers a new course called Belgian Culture and Heritage. This new course includes the Welcome Days and different cultural activities during the first semester (some activities will require additional fees MAX 40 €). It will be recognized for the academic year as 2 ECTS if written in the learning agreement (LA). However students, who do not include it in their LA, are welcome to join us during the activities.

Further information about the 17-18 course here:

[https://www.helmo.be/CMS/getattachment/Profils/International/EN/Students-IN/Belgian-Culture-and-Heritage-EN-\(1\).pdf.aspx](https://www.helmo.be/CMS/getattachment/Profils/International/EN/Students-IN/Belgian-Culture-and-Heritage-EN-(1).pdf.aspx)

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<sup>1</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.