

AGRONOMY	DEPARTMENTAL COORDINATORS	CAMPUS
Animal technology	Ms. Carla Carrasco Leroy carrascoleroyc@helha.be	Montignies-sur-Sambre
Biotechnology		

APPLIED ARTS	DEPARTMENTAL COORDINATORS	CAMPUS
Arts and Advertising	Ms. Amandine VERCAUTEREN vercauterena@helha.be	Mons
3D Animation		

BUSINESS & MANAGEMENT	DEPARTMENTAL COORDINATORS	CAMPUS
Public Relations	Ms. Anne-Louise Jaunard jaunardal@helha.be	Montignies-sur-Sambre
Medical Management Assistant		
Computer Sciences		
Accountancy - Taxation	Ms. Céline LAMBRETTE lambrettec@helha.be	Mons
Management Assistant		
Computer Sciences		
Hotel Management	Ms. Carine Arnould arnouldc@helha.be	La Louvière
Logistics & Transport		
Marketing		
Tourism Management		

EDUCATION	DEPARTMENTAL COORDINATORS	CAMPUS
(Pre)Primary Teacher	Ms. Marie Kegels kegelsm@helha.be Ms. Manon Mesplomb mesplombm@helha.be	Gosselies
Qualified Educators		
Primary Teacher Training	Ms. Julie Speetjens speetjensj@helha.be	Mons
Secondary School Teacher	Mr. Eric Nicaise nicaisee@helha.be	Loverval
Secondary School teacher	Ms. Danièle Debiève debieved@helha.be	Braine-le-Comte
(Pre)Primary Teacher	Ms. Sophie De Tollenaere detollenaeres@helha.be	Leuze
Secondary School teacher		

HEALTHCARE	DEPARTMENTAL COORDINATORS	CAMPUS
Chemistry	Ms. Anne-Louise Jaunard jaunardal@helha.be	Montignies-sur-Sambre
Midwifery	Ms. Martine Watelet wateletm@helha.be	Gilly
Nursing	Ms. Martine Watelet wateletm@helha.be	Gilly
	Ms. Céline Masy masyc@helha.be	La Louvière - Jolimont
	Ms. Gaëtane Couteau couteaug@helha.be	Mouscron - Tournai
Ergotherapy	Ms. Clarice DEWELLE dewellec@helha.be	Montignies-sur-Sambre
Physiotherapy (Masters)		

SOCIAL STUDIES	DEPARTMENTAL COORDINATORS	CAMPUS
Social Assistant	Ms. Hélène Delcourt delcourthe@helha.be	Montignies-sur-Sambre
Social Assistant	M. Quentin LEROY leroyq@helha.be	Louvain-la-Neuve
Master Social Work	Ms. Josiane Fransen fransenj@helha.be	Louvain-la-Neuve
Social Assistant	Ms. Anne-Marie Duhayon duhayonam@helha.be	Mons
Communication	Ms. Christel Delcoigne delcoignec@helha.be	Tournai
Human Resources		

TECHONLOGY & ENGINEERING	DEPARTMENTAL COORDINATORS	CAMPUS
Domotics	Mr. Xavier Donnet donnetx@helha.be	Charleroi
Computing		
Industrial Sciences (Ba)		
Automobile	Mr. Arnaud Botte bottea@helha.be	Mons
Building	Mr. Fabrice Laurent / Ms. Anne Cosijn laurentf@helha.be cosijna@helha.be	
Chemistry	Mr. Jean-François Pietquin pietquinjf@helha.be	
Electronics	Mr. Salvatore Bufo bufos@helha.be	
Industrial Sciences (Ba)	Ms. Vesna Jerkovic jerkovicv@helha.be	
Industrial Engineering (Ma)		
Computing	Mr. Philippe Mac Callum maccallump@helha.be	Tournai
Electromechanics		

ACADEMIC INFORMATION	<i>For Incoming students</i>
EXCHANGE STUDENTS	<p>NOMINATION DEADLINES:</p> <ul style="list-style-type: none"> • For the autumn semester: April 15th • For the spring semester: November 1st <p>LEARNING AGREEMENTS DEADLINES:</p> <ul style="list-style-type: none"> • For the autumn semester: June 15th • For the spring semester: December 15th
	<p>ON-LINE APPLICATION FORM http://www.helha.be/service/service-international/je-suis-etudiant-etranger/</p>
Language of tuition	French (B1)
French classes	We offer a free French course for Erasmus students in Mons (5 ECTS) and in Tournai (3 ECTS)
Grading system	ECTS grading (see grading scales below)
Transcripts	Transcripts are sent to the sending institutions within 5 weeks after the end date of the stay

PRACTICAL INFORMATION

Required documents	<ul style="list-style-type: none"> • Application form • Full CV + covering letter (including two passport photos) • A copy of your passport • Transcript of records and learning agreement • Insurance and emergency card (third party and travel insurance needed)
COSTS	<ul style="list-style-type: none"> • No tuition fee for students of partner institutions of HELHA University College • A small fee may be charged for course materials and/or various visits
ACCOMMODATION	<ul style="list-style-type: none"> • Exchange students can apply for a room by filling in the accommodation booking form, which will be sent to them by mail on request • Insurance to be subscribed in Belgium by the incoming student him/her self: "rental risks" content • Arrival: ONLY from Monday 8.00 am to Friday 5.00 pm by appointment with the local coordinators.
INSURANCE	<ul style="list-style-type: none"> • Citizens of the EU should bring EHIC card and non-EU member state citizens should bear individual insurance • It is highly recommended to subscribe a travel insurance
Other useful information	<ul style="list-style-type: none"> • Arrival: ONLY from Monday 9.00 am to Friday 4.00 pm by appointment with the local coordinators • Housing: between 350 and 500,00€ per month • Living expenses: roughly 400 € per month

Grading scales

<i>Local grades</i>	<i>ECTS Grades</i>	<i>Local definitions</i>
18 to 20	A	<i>The student shows that he/she deeply masters the subject, beyond the information he has been given. He/she is able to solve problems on his own when necessary. He/she has a critical mind and a capacity to synthesize out of the ordinary (Excellent)</i>
16/17	B	<i>The student was above the average standard. No problem or default. The initiatives he/she took were justified. He could analyse the situation on his own as well as synthesize. (Very Good)</i>
14/15	C	<i>The student was interested in the subject. No default could be noticed. Good reaction of the student when a trend is suggested to him/her or when he/she must think of it. He/she sometimes takes good initiatives. (Good)</i>
11/12	D	<i>The student has proved of goodwill or of a certain ability. Very slight problem. and defaults. The critical mind and the ability to synthesize are unfortunately lacking. (Acceptable)</i>
10	E	<i>The student could certainly have done better than that. The problems. and defaults are quite important but acceptable and do not prevent the professional integration.(Weak)</i>
9 or less	F	<i>The student has shown a real lack of goodwill and inability. The defaults and problems are very serious even intolerable. A satisfactory professional integration cannot be considered. (Failed)</i>