



المعهد العالي للغة الإنجليزية
Higher Institute of English

Student Handbook

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Introduction

The Student Handbook aims to introduce students to HIE, including our values and learning methodology, our expectations of students, the curriculum and our learning and discipline procedures.

HIE aims to equip Mauritanian students to contribute to their communities in a globalized world.

Formation

The Higher Institute of English (Institut Supérieur d'Anglais, ISA) was established by decree 2016-30 dated 18th February 2016.

Our Values

HIE promotes and observes the following values:

- An international perspective which welcomes other cultures
- A professional approach to working with others
- Integrity in all that one does and says
- Diligence in application to challenges

The Degree

HIE offers a degree in International Communication Studies. This degree is delivered in English as the language of global communication. It equips our graduates for international communication and employment. Eligible students must have passed their Baccalaureate well. Our students come from all over Mauritania and are united in their desire to make a positive contribution to their communities.

Our Content

HIE's International Communication Studies Degree prepares learners for the contemporary workplace using English language, with opportunities for work experience and community projects.

Preparation for the workplace requires problem-solving and reflection. HIE students study and practise real world skills such as creativity, collaboration, digital literacy, personal development, critical thinking and more.

Programme Structure

The degree programme comprises 6 semesters over a period of three years, i.e. 2 semesters per year. Each year of the degree is worth 60 credits on the European Credit Transfer system (ECTS).

Each ECTS credit has a workload of between 25 and 30 hours.

Workload includes a range of learning experiences including taught hours, assignments, timed examinations, group projects and simulations. Typically, each credit would include at least 10 taught hours.

Modules

Students usually study four modules in each semester, with the possibility of an internship in semesters 5 and 6.

Not all modules need to have the same credit value or workload.

Detailed information on each module is found in the HIE *Module Descriptors* document.

Progression

Students usually complete 8 modules in Year 1 of the degree programme.

- If they pass all of them, they get 60 credits towards their degree and move on to Year 2
- If they get at least 39 credits, they move on to Year 2 but have to retake any modules they have failed
- If they get at least 30 credits but less than 39, they have to repeat Year 1 and make up the credits they have missed
- If they get less than 30 credits, they cannot stay at HIE
- Note: to progress to Year 2, students need an average grade in Year 1 of at least 10

Students also take 8 modules in Year 2.

- If they pass all of them, they get a further 60 credits towards their degree and move on to Year 3
- If they get at least 39 credits, they move onto Year 3 but have to retake any modules they have failed
- If they get less than 39 credits but have obtained all 60 Year 1 credits, they have to repeat Year 2 and make up the credits they have missed
- Note: to progress to Year 3, students need an average grade in Year 2 of at least 10 and must also have obtained all 60 credits from Year 1

Students take 8 modules in Year 3.

- If they pass all of them and have 60 credits from each of Years 1, 2, and 3, they will be awarded a degree
- If any credits are outstanding, students will have to repeat Year 3 and make up the credits they have missed.

(Article 31, Decree 2016-044)

Notes on progression

The maximum number of modules students can take in any one semester is five (Article 9, Decree 2016-044).

Students are only allowed to take the same course twice (Article 37, Decree 2016-044).

The maximum time allowed to complete the requirements of the degree is nine semesters. Students who cannot meet these requirements in the allotted time will not be able to continue their studies at HIE (Article 37, Decree 2016-044).

The intensive programme in Year 1 is only available to new students. Those students who fail a module on the intensive programme have to retake the equivalent module on the mainstream programme for Year 1 (M1 for M1A etc).

Assessment method

Assessment is a combination of theory, application, and research. It may involve assignments, projects, quizzes and exams, all relevant to the study module.

Most modules are assessed as follows:

- ✓ Continuous assessment (40%)
- ✓ Summative assessment (40%)
- ✓ End test (20%)

Grades

Grades are awarded for each part of the assessment and combined to give the grade for the module overall.

Grades are as follows.

18 or 20:	Exceptional
16:	Excellent
14:	Very good
12:	Good
10:	Satisfactory
9:	Just sufficient (borderline fail)
7:	Insufficient (fail)
5:	Insufficient (poor fail)
3:	Insufficient (very poor fail)
0:	Zero

Grades 10 to 20 are passing grades. Grades 0 to 9 are failing grades. However, in some circumstances, students can compensate for a grade of 9 if they have a grade above 10 elsewhere (see Compensation below).

Note: there is a difference between marks and grades. Pass marks vary from module to module. This depends on the marking criteria and the level of difficulty of any tests. For example, most of the assessments on our language courses have a pass mark of 60%.

Compensation

In some cases, students are able to compensate (and get credit for) a grade of 9 if they have grade above 10 elsewhere so that the average grade for the two modules, taking into account the number of credits the modules are worth, is greater than or equal to 10. Compensation is only possible between modules taken in the same semester and only between related modules. For example, compensation is allowed between two English language courses, or between two electives, and it is also allowed between Arabic and French.

Degree Classification

Each year, a student's grades are combined, taking into account the number of credits for each module, to give a grade point average (GPA) for the year.

The student's final grade is calculated as follows.

$$(\text{GPA Year 1} \times 1) + (\text{GPA Year 2} \times 2) + (\text{GPA Year 3} \times 4) / 7$$

The class of the degree can be seen from the following table.

Final/weighted GPA	Class (Mention)
≥ 10 but < 12	passable
≥ 12 but < 14	assez bien
≥ 14 but < 16	bien
≥ 16	très bien

Resources

All our teachers are internationally qualified and experienced. Textbooks and class materials are up-to-date and sourced from international publishers. HIE has a library and a computer room available for students' research use.

Tutorials

- You should meet with your tutor several times each semester.
- You must make an appointment to see them.
- You can talk about anything which affects your learning and progress.
- Your tutor will give you any support and advice that they can, which may include directing you to another source of support and guidance.
- Your tutor will record that your tutorial has taken place.
- Your conversation will be confidential unless agreed otherwise.

Health and Safety

- Firstly, if you are ill, do not come to HIE. Contact Student Services to tell them you will not be attending classes that day.
- If you start to feel ill whilst at HIE, go immediately to Student Services.
- Student Services will take you to Sidi Mohamed (Secretariat) to organise seeing a doctor at IG-Staff College.
- If the doctor is not available, transport will be organised to take you to the Cardiology Hospital, where students are taken care of for free.

Curriculum

FIRST YEAR

CODE		HOURS	CREDITS
SEMESTER 1			
1M1	Foundations of English 1	275	11
1M2	Languages for the Workplace 1	100	4
	1M2U1 Arabic for the Workplace		
	1M2U2 French for the Workplace		
1M3	Introduction to Digital Literacy	187.5	7.5
1M4	Developing Skills 1	187.5	7.5
SEMESTER 2			
1M5	Foundations of English 2	275	11
1M6	Languages for the workplace 2	100	4
	1M6U1 Arabic for the Workplace		
	1M6U2 French for the Workplace		
1M7	Academic Skills 1	187.5	7.5
1M8	Developing Skills 2	187.5	7.5
TOTAL		1500	60

SECOND YEAR

CODE		HOURS	CREDITS
SEMESTER 3			
2M9	Introduction to Business	275	11
2M10	Languages for the Workplace 3	100	4
	2M10U1 Arabic for the Workplace		
	2M10U2 French for the Workplace		
2M11	Academic Skills 2	187.5	7.5
2M12	Writing for Communication	187.5	7.5
SEMESTER 4			
2M13	Foundations of English 3	275	11
2M14	Languages for the Workplace 4	100	4
	2M14U1 Arabic for the Workplace		
	2M14U2 French for the Workplace		
2M15	Electives (two)		
	2M15PA Public Administration	187.5	7.5
	2M15PR Public Relations	187.5	7.5
	2M15IR International Relations		
	2M15TT Travel and Tourism Services		
	2M15DL Digital Literacy 2 (Advanced Applications)		
TOTAL		1500	60

THIRD YEAR

CODE		HOURS	CREDITS
SEMESTER 5			
3M17	Further English	187.5	7.5
3M18	Mastering Skills 1	187.5	7.5
3M19	Electives (two)		
	3M19BF Banking and Finance	187.5	7.5
	3M19EC1 Economics 1		
	3M19EC2 Economics 2		
	3M19HR Human Resources		
	3M19MKT Marketing		
	3M19SCM Supply Chain Management		
	3M19TE Teaching English in Mauritania		
	3M19PM Project Management		
	3M19RM Research Methods 1		
	OR		
3M20	Work-based Skills with Internship	187.5	7.5
3M21	Internship Report	187.5	7.5
SEMESTER 6			
3M19	Electives (two)	187.5	7.5
		187.5	7.5
	OR		
3M20	Work-based Skills with Internship	187.5	7.5
3M21	Internship Report	187.5	7.5
3M22	Further English 2	187.5	7.5
3M23	Mastering Skills 2	187.5	7.5
	OR		
3M24	Research Methods 2: Dissertation	187.5	7.5
TOTAL		1500	60
TOTAL		4500	180

Students take two 3M19 electives in Semester 5 and two in Semester 6.

In place of two electives, students may be able to undertake an internship (3M20 and 3M21) in either Semester 5 or Semester 6. This depends on student performance as well as availability.

Students who successfully complete 3M19RM Research Methods 1 may write a dissertation in 3M24 Research Methods 2. This takes the place of 3M23.

Students without the necessary English Language ability are able to follow an intensive programme in the first year so that they can join the other students at the start of the second year.

Compulsory English	100.5
Other compulsory	34.5
Electives	45
TOTAL CREDITS	180

Student Roles and Responsibilities

We strive to develop students to be

Successful

Confident

Responsible citizens

Effective contributors



We require students to be aware of

Attendance

Conduct

Commitment

Excellence

HIE will provide you with a quality learning experience, listen to and respect you, offer you support and provide you with opportunities for meaningful engagement in decision-making.

Responsibilities of HIE students

- Attend all classes on time and explain any absences (**see additional information below**)
- Observe all Institute policies and procedures
- Respect all members of the Institute
- Develop skills, knowledge and personal attributes that will enhance employability
- Work actively with teachers to plan and develop your learning
- Complete and hand in all work set within the agreed timescale
- Bring all required materials to all classes (stationery, laptops etc)
- Use available guidance and support services when needed
- Allow others to work and study without interruption or disruption in study areas (this includes switching off phones in class and study areas).
- Complete evaluation forms in order to give constructive input into course content and teaching methodology to assist in the development of HIE.
- Treat Institute property, equipment and facilities with respect at all times
- Observe the no smoking regulations
- Wear appropriate neat and safe dress (no boubous are allowed)
- Wear Student Membership Card at all times and show it if requested to do so by any member of staff
- Follow all appropriate rules and regulations given by any HIE staff member.
- Do not try to give gifts of any kind to any HIE staff member.

Attendance

Students are expected to attend all classes. All absences should be explained.

If students are absent for more than four consecutive days, a report will be sent to Student Services.

In some cases, illness etc., students are absent through no fault of their own. Irrespective of the reason for the absence, students must attend at least 70% of lessons to obtain any grade or credit for a module. Students who do not satisfy the attendance requirements will not be admitted to exam week assessments.

Punctuality

Students are also expected to arrive at their classes on time. Late arrivals will be recorded in the attendance register; and every three late arrivals will be treated as one absence.

In addition, if students are more than 30 minutes late to class, they will be marked absent – as they will if they leave early and miss more than 30 minutes of the lesson.

Naturally, students will not be marked late if the only reason for their lack of punctuality is the late arrival of the HIE bus.

Positive Behaviour Framework

Purpose

The following Policy and Procedure guides student behaviour to ensure the best learning opportunities for all, in line with the values of the Institute.

HIE expects students to maintain appropriate standards of conduct and behaviour at all times.

HIE will take disciplinary action against any student on the grounds of attendance, non-submission of assigned work and unacceptable behaviour. This includes anything that detracts from the learning environment.

Scope

The Student Disciplinary Policy and Procedure apply to all enrolled students at HIE.

Any member of staff can report negative student behaviour to the Academic Administrator; this includes lack of attendance, and lateness.

A member of the Academic Team will interview the reported student within 5 working days of receipt of the negative behaviour report.

The level of disciplinary action taken will reflect the circumstances and severity of the offence, together with any history of student indiscipline.

There are six possible courses of action following the interview:

1. no further action
2. monitoring of the student's behaviour
3. formal written warning
4. final written warning
5. suspension
6. dismissal (cannot be admitted again into a course of study at HIE)

In the case of a written warning, the student is also referred to Student Services to ensure that the student is fully supported.

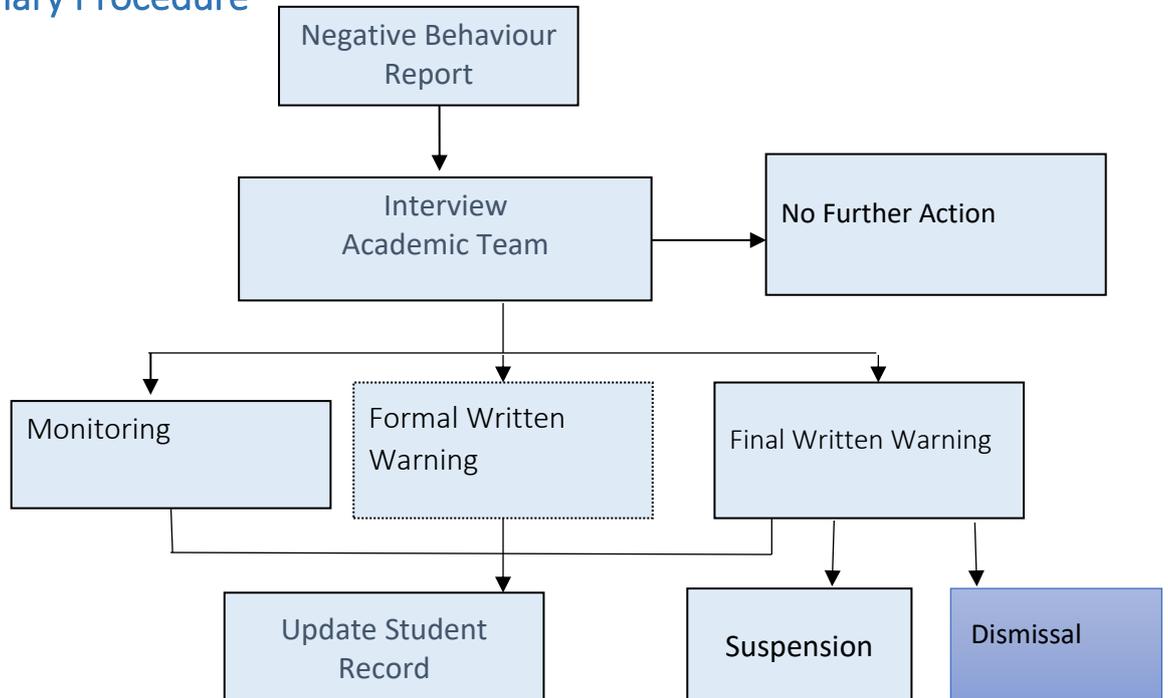
All stages of the process are recorded in writing to be kept on file.

The student can appeal at any stage of the process and the behaviour will be reviewed.

HIE reserves the right to refuse progression or re-admission to a student in receipt of a formal or final written warning or suspension.

The diagram below shows the disciplinary procedure:

Disciplinary Procedure



Special cases

Attendance and punctuality

Students are expected to attend all classes and to arrive on time. All absences should be explained.

If students are absent for more than four consecutive days, a report will be sent to Student Services.

In some cases, illness etc., students are absent through no fault of their own. Irrespective of the reason for the absence, students must attend at least 70% of lessons to obtain any grade or credit for a module. In addition, students who do not satisfy the attendance requirements will not be admitted to exam week assessments.

Plagiarism

What is plagiarism?

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

(Retrieved from: [Plagiarism | University of Oxford](#))

In light of the above definition, students at HIE are expected to be honest in every aspect of their academic work. All work presented as a student's work must be the product of their own efforts. Submission of another's work as one's own is unacceptable and liable to disciplinary measures.

Types of Plagiarism that will Incur Penalties

Plagiarism that will incur penalties can take two main forms:

- Presenting works in any format, without appropriate attribution to the original source.
- Paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work.

HIE's stance against plagiarism

HIE regards plagiarism as a serious matter. Cases of plagiarism are investigated and penalties may range from deduction of marks to expulsion from HIE, depending on the seriousness of the occurrence. Even in cases where plagiarism is deemed inadvertent, it can result in a penalty. The two types of plagiarism above are all potentially disciplinary offences in the context of formal assessment requirements.

Action taken in case of plagiarism

All assignments (essays, reports, presentations etc.) which are heavily plagiarized will be passed to the Assessment Committee for review. If, in their opinion, less than 50% of the assignment is the student's own work, then the assignment will automatically be given a grade of zero and the student will receive a formal written warning, which will be noted on their student record.

Student Services

The Student Services department provides a variety of services for the students to support the educational mission of the institution.

These services include:

- ✓ orientation
- ✓ registration
- ✓ applications for financial support
- ✓ transportation
- ✓ transcript processing
- ✓ certificate of graduation
- ✓ internship documentation
- ✓ certification of academic papers

In case of any emergency like serious illness or injury, we are committed to provide first aid and take the student to the nearest hospital. Their family can then take over.

You can also report any harassment or inappropriate behaviour you encounter on campus, and the administration will take action to protect you and deal with the issue.

Contact: 20953939 or studentservices@hie.mr

Note: students should inform Student Services of any change to their contact details (phone number, WhatsApp contact, email address).

Student Complaints Procedure

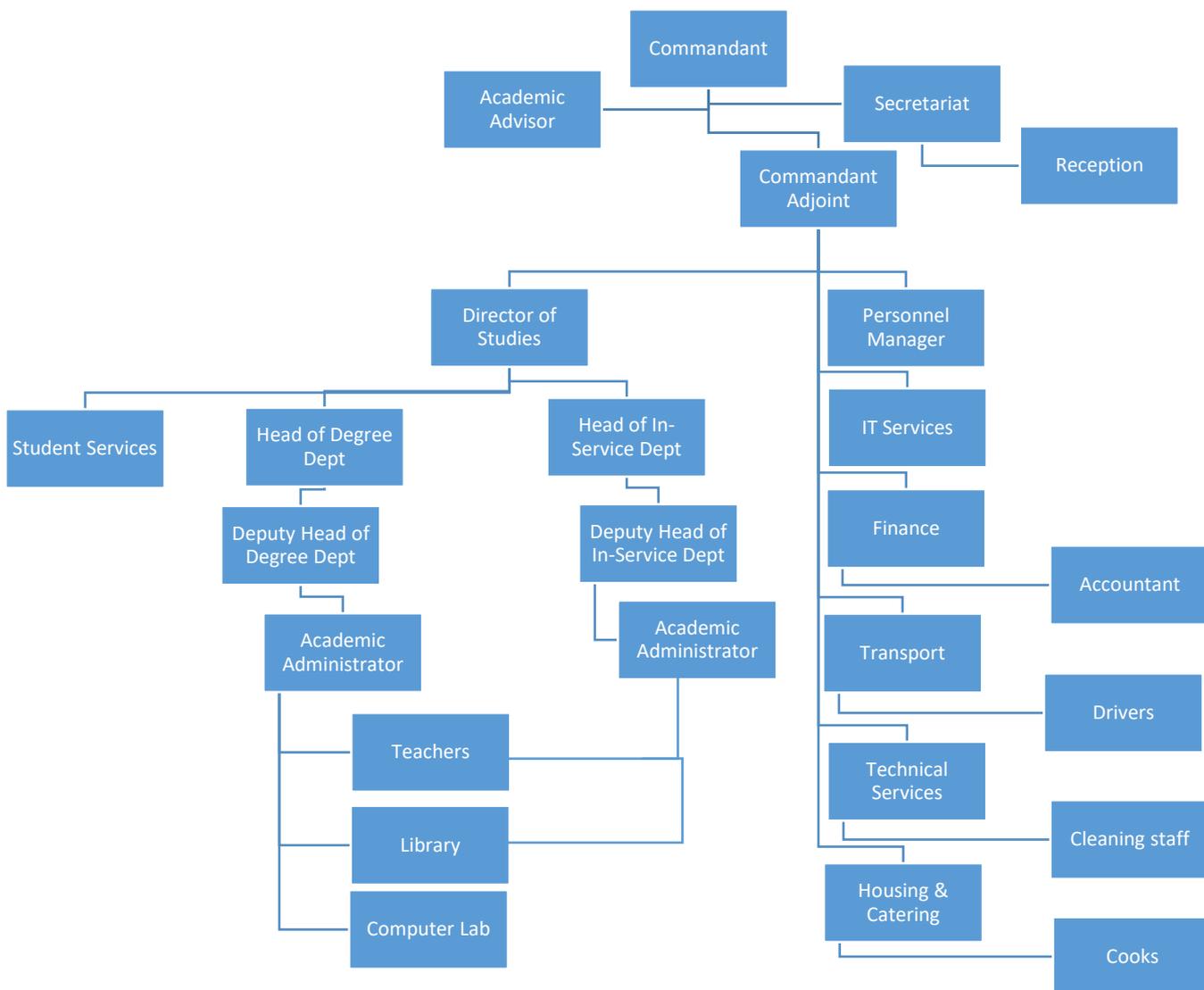
If students have any concerns about the academic quality or character of a teacher or any HIE Staff member they must inform the Academic Administrator.

Complaints must be evidence-based and relate to the learning experience and environment of HIE.

All complaints will be handled in strict confidence.

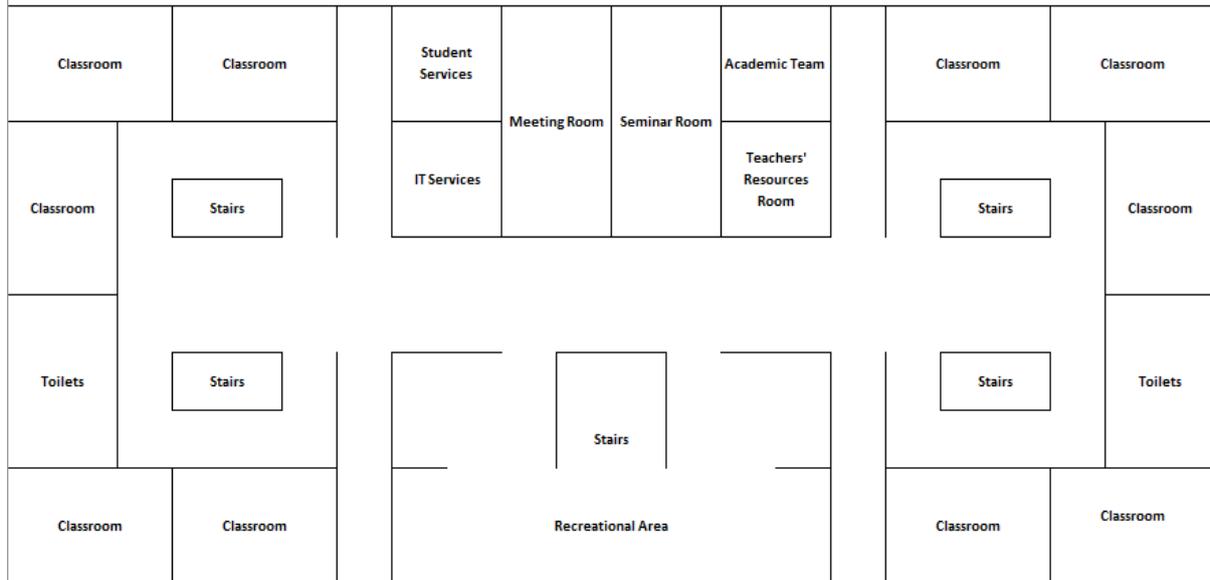
HIE values quality and believes in continuous improvement. HIE respects the opinions of students and supports their full participation in the creation and development of their learning.

Staffing Structure

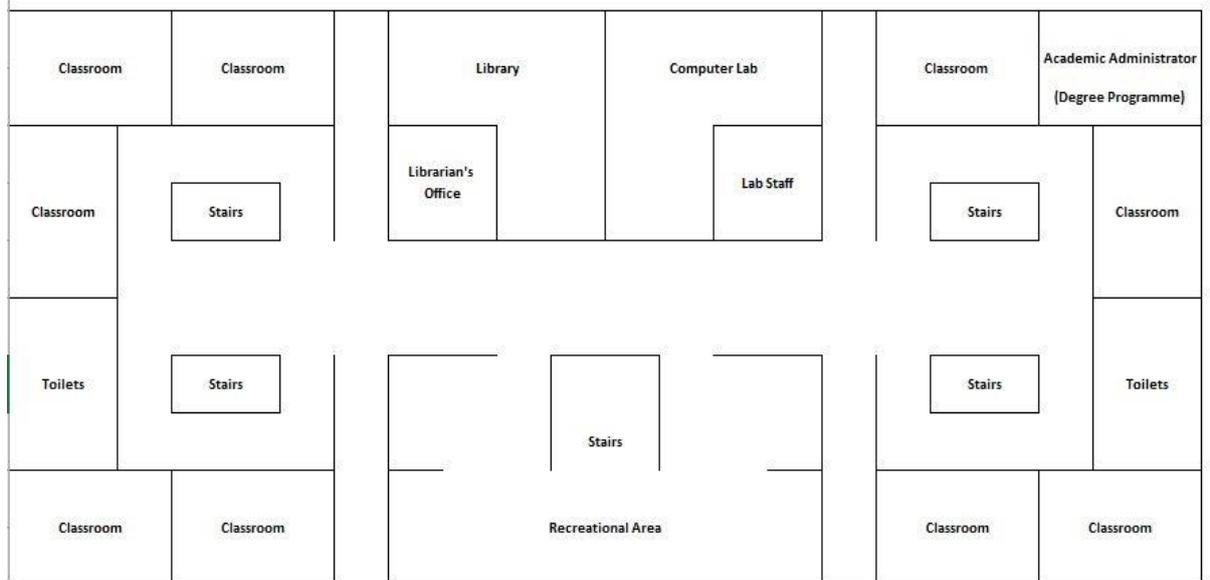


Degree Programme Building

Top Floor

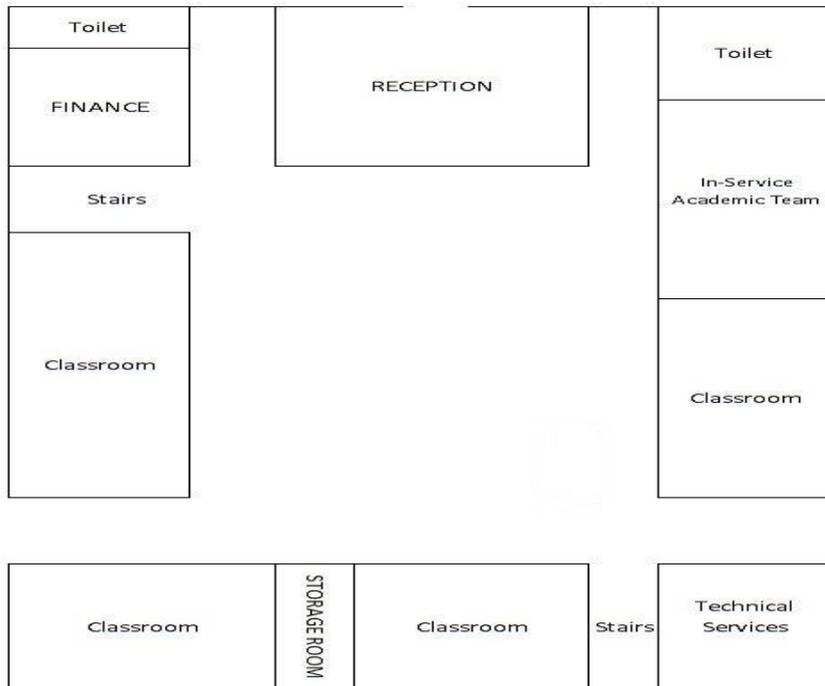


Ground Floor



In-Service Building

Ground Floor



Top Floor

