



المعهد العالي للإنجليزية
Higher Institute of English

ACADEMIC YEAR 2026-2027

Student Handbook

Licence in International Communication Studies

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HIGHER INSTITUTE OF ENGLISH

Nouakchott

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01 Introduction

This handbook is a practical guide for current and prospective students of the Higher Institute of English (HIE). It explains the Licence in International Communication Studies, what students are expected to learn, how the programme is organised and assessed, the support available, and the rules that help maintain a respectful learning environment. Students should keep the handbook for reference and consult Student Services or the Programme Coordinator when they need clarification.

HIE aims to equip students in Mauritania with English-language, communication and professional skills that help them contribute to their communities and work effectively in a globalised world.

Formation

The Higher Institute of English (Institut Supérieur d'Anglais, ISA) was established by Decree No. 2016-30 dated 18 February 2016. The programme is delivered at HIE in Nouakchott.

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

02 The Degree

HIE offers an applied Licence in International Communication Studies. The programme is taught primarily in English, with Arabic and French taught as workplace-language modules. It combines English-language development with academic skills, communication, digital literacy, research, business and professional learning.

Our Content

The programme develops the language and communication skills students need to read and interpret information, write clearly, give presentations, participate in meetings, prepare reports and communicate with people from different linguistic and cultural backgrounds.

Students also develop critical thinking, creativity, teamwork, personal development, digital literacy and problem-solving skills. Projects, practical assignments and elective modules help students connect classroom learning with professional contexts.

Programme Structure

The Licence normally takes three academic years and comprises six semesters, with 30 ECTS credits per semester and 180 ECTS credits in total. The maximum period permitted to complete the programme is nine semesters, including the reserve semesters provided for under Article 37 of Decree No. 2016-044.

3	6	180	25–30
academic years	semesters	ECTS credits in total	hours of workload per ECTS credit

Each ECTS credit represents 25 to 30 hours of student workload (Art. 26, Joint Order No. 598-2025). 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 take the modules specified for each semester. The number and credit value of modules can vary. Semesters 5 and 6 include electives, and students must follow the approved elective combinations set out in the curriculum and guidance from the Programme Coordinator.

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

Brief student-facing summaries of the modules are included in the programme catalogue in the Curriculum section below. Full teaching content, modular learning outcomes, assessment details and reading lists are provided in the official HIE Module Descriptors.

Admission and Enrolment

Admission to HIE programmes is governed by Joint Order No. 598-2025/MDAREM-MESRS of 3 June 2025, which sets the criteria for access to training and the regime of studies and examinations at the Institute. This section summarises the conditions and procedures that apply at each level. The full text of the Order can be consulted at the departmental secretariats, and admission information is published on the HIE website at www.hie.mr/index.php/admission.

Who can apply to the Licence

To be considered for the Licence in International Communication Studies, candidates must hold the Baccalaureate or an equivalent qualification and meet the Institute's admission conditions (Art. 3). The admission conditions are that candidates must:

- hold the Baccalaureate, series A (Languages), or an equivalent qualification;
- have obtained a mark of at least 10/20 in English in the Baccalaureate;
- be under 23 years of age at the time of admission;
- normally be Mauritanian citizens.

How students are selected

New students are selected and allocated to HIE through the national orientation process of the Ministry of Higher Education and Scientific Research (Art. 8). In the summer after the Baccalaureate results, candidates must list HIE on their orientation choice form. Ranking HIE as first choice greatly increases a candidate's chances of admission.

All new students begin in Year 1. HIE does not admit transfer students or students directly into Year 2 or Year 3.

How to enrol in Year 1

- **Step 1 — Enrol on time.** Enrolment takes place at the start of each academic year within the deadlines published in the HIE Academic Calendar, available on the admission page of the HIE website. Late enrolment is not accepted without a special exemption (Art. 4).
- **Step 2 — Submit your documents.** Enrolment becomes effective only when you have provided all the required documents to Student Services (Art. 5):

a birth certificate extract;

your Baccalaureate transcript;

a copy of your national identity card;

identity photographs.

- **Step 3 — Collect your student card.** Once your file is complete, you receive a student card signed by the Director of Studies or an authorised administrator (Art. 5).
- **Step 4 — Attend induction week.** An induction week is held before the start of the first semester. It introduces you to the Institute and its expectations and helps you confirm that the programme suits you.
- **Step 5 — Start your modules.** New students are automatically registered in all modules of Semesters 1 and 2 (Art. 9).

Re-enrolment and admission to Years 2 and 3

All students must renew their enrolment at the start of every academic year within the published deadlines (Art. 7). Re-enrolment in each year follows the progression rules (Art. 12), which are set out in full under Progression below:

- **Year 2:** all 60 Year 1 credits, or at least 39 credits with an average of at least 10/20. Students who progress with missing credits re-enrol in the failed modules and may take no more than five modules in total (Art. 39).
- **Repeating Year 1:** students with between 30 and 38 credits repeat Year 1 (Art. 40). Students with fewer than 30 credits are referred back to the Ministry of Higher Education and Scientific Research with a letter explaining their situation (Art. 41).
- **Year 3:** all 120 credits of Years 1 and 2, or all 60 Year 1 credits plus at least 39 Year 2 credits with an average of at least 10/20 in Semesters 3 and 4 (Art. 42).

HIE may refuse progression or re-admission to a student who has received a formal or final written warning or a suspension (see Positive Behaviour Framework).

Admission to continuing education (In-Service) programmes

- Programmes are open to ministries and government agencies, local organisations, businesses and social bodies, the general public and foreign nationals who need to learn or improve their English for work or career purposes (Art. 76).
- A copy of the applicant's identity card is required (Art. 79). Registration and tuition fees are paid before the course begins, unless the Institute decides otherwise (Art. 78).
- Pearson test preparation requires at least upper-intermediate level (B2) (Art. 84).
- For public and private institutions, HIE carries out a needs analysis, proposes a programme and schedule, and issues a quotation. Once approved, a contract sets out the agreed payment terms (Arts. 80–81).

Where to find admission information

- **HIE website:** admission criteria, selection and the Academic Calendar at www.hie.mr/index.php/admission.
- **Student Services:** registration, induction and enrolment queries.
- **Departmental secretariats:** the full text of the Order on access, studies and examinations (Art. 101).
- **Notice boards on HIE premises:** the provisions of the Order are posted on campus (Art. 101).
- **Official Journal of the Islamic Republic of Mauritania:** the Order is published there (Art. 103).

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 are referred back to the Ministry of Higher Education and Scientific Research with a letter explaining their situation

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.

(Arts. 39–42, Joint Order No. 598-2025, in line with Article 31, Decree No. 2016-044)

Notes on progression

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

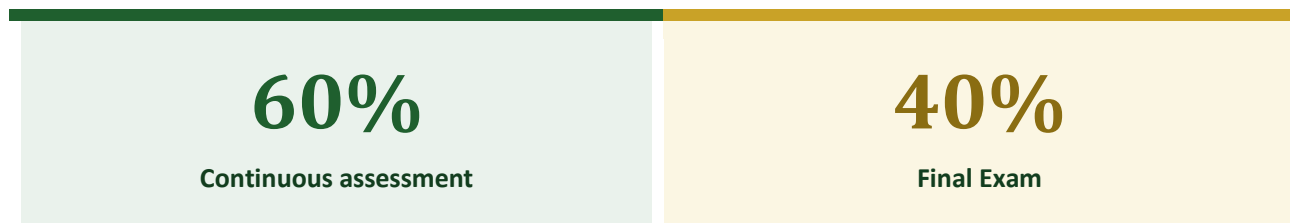
Students are only allowed to take the same course twice (Article 37, Decree 2016-044)

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).

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:



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).

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.

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

The class of the degree can be seen from the following table (Art. 46, Joint Order No. 598-2025).

Final/weighted GPA	Class (Mention)
≥ 10 but < 12	<i>passable</i>
≥ 12 but < 14	<i>assez bien</i>
≥ 14 but < 16	<i>bien</i>
≥ 16 but < 18	<i>très bien</i>
≥ 18	<i>excellent</i>

Examinations and Results

Examinations at HIE are governed by Joint Order No. 598-2025/MDAREM-MESRS of 3 June 2025 on access, studies and examinations (Arts. 31–74). The examination regulations are made available to students, who are also informed of them at the start of each module (Art. 32).

Exam sessions

- Each semester ends with one week reserved for official examinations (Art. 24). Exam dates are proposed each year by the Director of Studies, approved by the Commandant of the Institute after consulting the Pedagogical, Scientific and Research Council, and published in the HIE Academic Calendar (Arts. 27, 34; Art. 26, Decree No. 2016-044).
- Examinations take place in a main session, followed by a single resit session held at least one week after the results of the main session for the last semester of the academic year are announced (Art. 35).
- Examinations are written and may include an oral part or a practical task. They take place on HIE premises and may exceptionally be held online (Art. 33).

Who can sit exams

- Students who have not taken part in continuous assessment cannot sit either the main session or the resit session (Art. 47).
- Students must also meet the attendance requirement set out under Attendance (Section 04).

Validation and resits

- A module or element is validated with a mark of 10/20 or above (Art. 50).
- A mark of 9/20 may be validated by compensation (Art. 51; see Compensation above).

- Students with a mark of 9/20 who cannot compensate it retake the module or element in the resit session (Art. 52).
- A module with a mark below 9/20 cannot be compensated or resat (Art. 53).
- The methods and weighting of continuous assessment and the final exam for each module are set in the HIE Module Descriptors (Art. 54). The final module mark is the weighted average of these components (Art. 55).

Exam integrity

- **Anonymity:** students write their name and student number on their exam papers. Before the papers are passed to teachers for marking, the Examination Committee replaces names with anonymous codes, so examiners cannot identify candidates. Access to the link between student identities and codes is limited to authorised administrative staff.
- **Supervision:** exams are monitored, including access control, a ban on unauthorised materials and, where necessary, technical detection methods. Cheating, impersonation or collusion leads to disciplinary sanctions, from cancellation of the exam to more serious measures (see Cheating, Section 05).
- **Plagiarism checks:** written work is checked with similarity-detection software, notably Turnitin (see Plagiarism, Section 05).

Exam regulations

The following regulations apply to all examinations and are displayed in every classroom.

In the examination room

- Any items that are not required for the exam (such as bags, coats and mobile telephones) are to be placed in the designated area according to the instructions of the invigilator.
- The invigilator may ask you to sit in a particular seat and may ask you to change seats at any point in the exam if they deem it necessary.
- You must bring all the stationery you need for the exam.
- No talking and no exchange of material between students is permitted during the exam.
- All smart devices must be switched off completely and placed in the designated area.
- Cheating is not allowed and is considered a disciplinary offence.
- You are required to obey the rules and the invigilator's instructions. Failure to do so can result in you being asked to leave the examination room by a member of the management team.
- You must finish writing when instructed to do so. Ignoring the invigilator's instructions will be considered a disciplinary offence. It may result in a reduction in marks.

Entering and leaving the examination room

- You should not enter the room unless an invigilator is present.
- If you arrive late, you must finish the exam at the same time as everybody else. No extra time is allowed.
- You are not permitted to leave the room during the first half of the exam.
- No toilet breaks are permitted during the first half of the exam. You are subsequently able to visit the toilet at the instruction of – and under the supervision of – a member of staff.

The examination materials

- You must fill in your name and student number as required.
- You are not permitted to remove any question or answer papers from the exam room. No photographs of test material are allowed.
- Deliberately making your answers visible to other students is cheating.

Missed tests and late coursework

- **Missed tests:** if you do not attend a scheduled test, you are not permitted to take it at a different time unless, exceptionally, this has been agreed by the Academic Team.
- **Late coursework:** coursework must be submitted on time. If you can provide evidence of why your work was not or will not be submitted on time (for example, evidence of hospitalisation or bereavement), the Academic Team may consider your case individually.
- **Cheating:** the Assessment Committee decides the penalty for any cheating after reviewing the evidence (see Cheating, Section 05).

Marking and deliberation

- Exam papers are reviewed and approved by the Director of Studies and/or the Department of Initial Training before they are given (Art. 64). Marking follows criteria and standards agreed within the marking committees (Art. 49).
- The Examination and Evaluation Committee includes representatives of the Directorate of Studies, the training departments, Student Affairs and the internal quality assurance unit (Art. 60). It meets at the end of each semester to review results (Art. 62).
- The Committee decides on the validation of elements and modules, the award of credits and the award of the Licence (Art. 69). It may deliberate only when at least two-thirds of its members are present (Art. 68). Decisions are taken by majority vote, are reasoned and are recorded in minutes (Arts. 70–71).
- Successful students are ranked by group and in order of merit, with separate minutes for each session (Art. 59).

Results and transcripts

- Once the Committee has validated the results (L1 validation, L2 validation, Licence validation or deferral), they are posted by the Committee's secretariat on the main notice board on campus (Art. 72). Results are also published on the official HIE Facebook page.
- Graduating students receive a certificate of success and a transcript within 15 days of the announcement of results (Art. 73).
- L1 and L2 students who want a transcript must request it from Student Services within 15 days of the announcement of results (Art. 74).

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 (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.

03 Curriculum

CODE	SEMESTER 1	HOURS	CREDITS	NATURE
1M1	Foundations of English 1	275	11	
1M2	Languages for the Workplace 1	100	04	
	1M2U1 Arabic for the Workplace			
	1M2U2 French for the Workplace			
1M3	Introduction to Digital Literacy	187.5	7.5	
1M4	Developing Productive & Receptive Skills	187.5	7.5	
SEMESTER 2				
1M5	Foundations of English 2	275	11	
1M6	Languages for the workplace 2	100	04	
	1M6U1 Arabic for the Workplace			
	1M6U2 French for the Workplace			
1M7	Academic Skills 1: Reading & Writing	187.5	7.5	
1M8	Academic Skills 1: Listening & Speaking	187.5	7.5	
			60	

CODE	SEMESTER 3	HOURS	CREDITS	NATURE
2M09	Foundations of English 3	275	11	
2M10	Languages for the Workplace 3	100	04	
	2M10U1 Arabic for the Workplace			
	2M10U2 French for the Workplace			
2M11	Academic Skills 2: Listening & Speaking	187.5	7.5	
2M12	Academic Skills 2: Reading & Writing	187.5	7.5	
SEMESTER 4				
2M13	Introduction to Business	275	11	
2M14	Languages for the Workplace 4	100	04	
	2M14U1 Arabic for the Workplace			
	2M14U2 French for the Workplace			
2M15	Introduction to Research Methods	187.5	7.5	
2M16	Theory and Practice of Communication	187.5	7.5	
			60	

English-language proficiency (CEFR)

The curriculum describes a progression from CEFR A2 towards C1, the target level at the end of the programme. The stated targets are A2 to B1 in Semester 1, B1 in Semester 2, B1+ in Semester 3, and B2 or approaching B2 by Semester 4. These are programme targets; actual progress depends on students' starting levels, attendance, engagement and assessment results.

Stage	Stated English proficiency target
Semester 1	A2 to B1
Semester 2	B1
Semester 3	B1+
Semester 4	B2 or approaching B2
Semesters 5–6	Apply and extend English skills in specialised, professional, research and elective contexts, reaching C1 by the end of the programme

Programme Learning Outcomes (LO1–LO12)

By the end of the programme, graduates are expected to demonstrate the following knowledge and skills. Individual modules contribute to selected outcomes and specify their own modular learning outcomes.

LO1. English receptive skills (CEFR-based)

Read, understand and recognise implicit meaning in written texts and correspondence, and understand spoken or recorded presentations (including academic presentations), conversations and news media, demonstrating ability against the relevant CEFR descriptors.

LO2. English language productive skills

Produce clear, well-structured texts that can be understood by native and non-native English speakers, and speak confidently and fluently in formal, including academic, and informal situations, demonstrating ability against the relevant CEFR descriptors.

LO3. English vocabulary and grammar

Speak and write accurately at a level appropriate to the situation and express ideas spontaneously with appropriate lexical control.

LO4. The multilingual working environment

Function in a business environment using written and spoken Arabic and French.

LO5. Business communication skills

Give presentations, participate in meetings and negotiations, produce reports and write emails using appropriate language and register.

LO6. Collaboration and teamwork

Work effectively as part of a workplace team, understand one's own role and responsibilities, and recognise the roles and responsibilities of others.

LO7. Personal development

Identify personal strengths and areas for improvement in ability and learning; take steps to improve; develop awareness of emotional intelligence, mindfulness and self-esteem; and set personal and professional goals through a personal development plan.

LO8. Critical thinking, creativity and problem-solving

Explain the value of critical thinking, identify arguments, explain the steps and rationale of plans, consider alternative solutions to problems and justify decisions.

LO9. Digital literacy

Use ICT tools effectively; use technology and media to proofread, revise and edit projects; develop a digital footprint; and demonstrate digital knowledge and skills appropriate to the 21st-century global workplace.

LO10. The cross-cultural working environment

Apply an understanding of working practices and business and social expectations across cultures to support collaboration, and demonstrate intercultural competence.

LO11. Citizenship and global cultures

Understand global and local structures, demonstrate awareness of diversity and respect for others, and understand geopolitical factors that affect the business environment and foreign nationals in the workplace.

LO12. The workplace

Demonstrate work-related skills relevant to gaining suitable employment in Mauritania, understand the working environment and recognise the employment sectors operating in Mauritania, including public administration and primary, secondary and tertiary business sectors.

Curriculum structure by semester

The programme progresses from foundation English and cross-disciplinary study in Semesters 1–2, through intermediate English and academic skills in Semesters 3–4, to specialist modules and electives in Semesters 5–6. Each semester carries 30 ECTS.

Semester	Modules and credits as listed in the supplied curriculum
1 (30 ECTS)	1M1 Foundations of English 1 (11); 1M2 Languages for the Workplace 1 (4); 1M3 Introduction to Digital Literacy (7.5); 1M4 Developing Productive and Receptive Skills (7.5).
2 (30 ECTS)	1M5 Foundations of English 2 (11); 1M6 Languages for the Workplace 2 (4); 1M7 Academic Skills 1: Reading and Writing (7.5); 1M8 Academic Skills 1: Listening and Speaking (7.5).
3 (30 ECTS)	2M09 Foundations of English 3 (11); 2M10 Languages for the Workplace 3 (4); 2M11 Academic Skills 2: Listening and Speaking (7.5); 2M12 Academic Skills 2: Reading and Writing (7.5).
4 (30 ECTS)	2M13 Introduction to Business (11); 2M14 Languages for the Workplace 4 (4); 2M15 Introduction to Research Methods (7.5); 2M16 Theory and Practice of Communication (7.5).
5 (30 ECTS)	3M17 Introduction to Research Methods (7.5) plus three electives from the Semester 5 elective list. An internship and its report use two elective places.
6 (30 ECTS)	3M24 Visual and Multimedia Communications (7.5) plus three electives, following one of the approved combinations: three electives from the Semester 6 list; internship plus internship report and one additional elective; or dissertation plus two additional electives.

Brief module catalogue

These summaries explain the general purpose of each module in student-friendly language. They do not replace the official module descriptors, which specify the detailed syllabus, modular learning outcomes, assessment and reading.

Semester / type	Module	Brief description
Semester 1	1M1 — Foundations of English 1	Builds core English skills for everyday and workplace communication. Students develop vocabulary, grammar, reading, listening, speaking and writing through integrated topics.
Semester 1	1M2 — Languages for the Workplace 1	Develops workplace communication in Arabic and French. Activities focus on language structures, reading, writing, speaking and listening in practical professional contexts.
Semester 1	1M3 — Introduction to Digital Literacy	Introduces essential computer and digital skills for study and work, including common productivity software and preparing digital documents and presentations.
Semester 1	1M4 — Developing Productive and Receptive Skills	Strengthens English reading, listening, speaking and writing while supporting study habits and personal development.
Semester 2	1M5 — Foundations of English 2	Continues integrated English-language development, expanding students' ability to communicate about broader topics and workplace situations.

Semester / type	Module	Brief description
Semester 2	1M6 — Languages for the Workplace 2	Continues Arabic and French workplace-language learning, extending the practical communication skills introduced in Semester 1.
Semester 2	1M7 — Academic Skills 1: Reading and Writing	Develops academic reading and writing, including understanding texts, organising information, note-taking, summarising and producing structured written work.
Semester 2	1M8 — Academic Skills 1: Listening and Speaking	Develops academic listening and speaking, including following spoken information, taking notes, participating in discussions and presenting ideas clearly.
Semester 3	2M09 — Foundations of English 3	Extends English proficiency for academic and professional communication, integrating language development with workplace topics and personal development.
Semester 3	2M10 — Languages for the Workplace 3	Continues practical Arabic and French for professional settings, building communication skills relevant to the world of work.
Semester 3	2M11 — Academic Skills 2: Listening and Speaking	Develops more advanced academic listening and oral communication, including understanding presentations, contributing to discussions and communicating information.
Semester 3	2M12 — Academic Skills 2: Reading and Writing	Develops academic reading and written communication, including interpreting information, organising arguments, summarising and producing clear academic texts.
Semester 4	2M13 — Introduction to Business	Introduces business and management concepts and the language used in business settings. It supports understanding of organisations, business activity and entrepreneurship-related tasks.
Semester 4	2M14 — Languages for the Workplace 4	Further develops Arabic and French communication for workplace situations, consolidating language skills for professional use.
Semester 4	2M15 — Introduction to Research Methods	Introduces research questions, research design, basic methodologies, data and evidence, and the preparation and communication of a research proposal.
Semester 4	2M16 — Theory and Practice of Communication	Explores communication concepts and their application, including how messages are created, interpreted and used in different contexts.
Semester 5	3M17 — Introduction to Research Methods (title as supplied)	Provides research-methods learning in the specialised stage of the programme. The official descriptor should be consulted for the approved syllabus and code/title pairing.
Semester 5	3M18 — Theory and Practice of Communication (title as supplied)	Develops the study and application of communication in professional and intercultural contexts. The official descriptor should be consulted for the approved code/title pairing.
Semester 5 elective	Digital Literacy: Advanced Applications	Extends digital skills through advanced applications and online tools relevant to study and work, including working with documents, data and digital content.

Semester / type	Module	Brief description
Semester 5 elective	International Relations	Introduces international relations and the political and institutional context shaping relations between countries and global actors.
Semester 5 elective	Public Administration	Explores the organisation and work of public administration and communication and administrative practices used in public-sector settings.
Semester 5 elective	Public Relations	Develops understanding of organisational reputation, public communication, stakeholder relations and communication materials.
Semester 5 elective	Research Project	Introduces the research process and supports development of a focused proposal or project using appropriate methods and academic communication.
Semester 5 elective	Travel, Tourism and Services	Explores communication and service practices in travel, tourism and related service industries.
Semester 5 elective	Internship and Internship Report	Provides workplace experience and structured reflection. Students document their learning and professional experience in a report and presentation, subject to approved arrangements.
Semester 6	3M24 Visual and Multimedia Communications	Develops practical skills in visual and multimedia communication, including creating and presenting a portfolio of digital content.
Semester 6 elective	Communication and Diplomacy	Explores communication in diplomatic and international settings, including formal interaction, representation and cross-cultural communication.
Semester 6 elective	Economics	Introduces economic concepts and their relevance to organisations, markets and the wider professional environment.
Semester 6 elective	Human Resources	Explores recruitment, employee administration, training, workplace relations and the role of human resources in organisations.
Semester 6 elective	Marketing	Introduces marketing planning, customer and market awareness, promotional communication and marketing activities.
Semester 6 elective	Negotiation	Develops preparation, communication and decision-making skills for negotiation in professional and organisational contexts.
Semester 6 elective	Project Management	Introduces planning, coordination, implementation and monitoring of projects, including communication, teamwork and reporting.
Semester 6 elective	Supply Chain Management	Explores purchasing, logistics, inventory, operations and the coordination of goods and information across a supply chain.
Semester 6 elective	Research Project	Supports a structured research project, including planning, evidence gathering, analysis and communicating findings.
Semester 6 elective	Teaching English in Mauritania	Introduces principles and practice relevant to teaching English, including lesson preparation, classroom communication and reflective practice.

Semester / type	Module	Brief description
Semester 6 elective	Contemporary Issues in International Relations	Examines selected contemporary international issues and their implications for international relations and the professional environment.
Semester 6 elective	Internship and Internship Report	Provides a structured workplace placement and a written report documenting the experience, tasks, learning and reflection.
Semester 6 elective	Intercultural Communication	Examines how culture shapes communication and develops strategies for communicating and working effectively across cultures.
Semester 6 elective	Dissertation	Provides an opportunity for independent research on an approved topic, using research methods and academic writing skills.

Elective selection rules

Semester 5: students take 3M17 Introduction to Research Methods (7.5 ECTS) and select three electives from the Semester 5 list. An internship and its report count as two elective places.

Semester 6: students take 3M24 and complete three electives through one of the routes specified in the curriculum: (1) three electives from the Semester 6 list; (2) 3M20 Internship and 3M21 Internship Report plus one additional elective; or (3) 3M23 Dissertation plus two additional electives. Students must confirm availability, prerequisites and the approved code/title list with the Programme Coordinator before registration.

Assessment, credits and progression

The curriculum allocates 30 ECTS to each semester and 180 ECTS to the Licence. Each credit represents 25 to 30 hours of workload, including at least 10 taught hours (Art. 26, Joint Order No. 598-2025). Assessment may include continuous assessment, projects, presentations, assignments and examinations. The curriculum states a general weighting of 60% continuous assessment and 40% final examination; where a module descriptor specifies a different approved assessment structure, students should follow that descriptor.

A mark of 10/20 is the normal pass mark. A mark of 9/20 may be compensated between related modules in the same semester, subject to the applicable examination regulations. A semester is completed when the student earns the required 30 ECTS. Progression, retakes, compensation and degree classification are governed by Joint Order No. 598-2025/MDAREM-MESRS and Decree No. 2016-044.

The weighted final programme average is calculated using the formula stated in the Institute's regulations: $(\text{Year 1 average} \times 1 + \text{Year 2 average} \times 2 + \text{Year 3 average} \times 4) \div 7$. Students should contact Student Services for clarification about their individual academic record.

Projects and internships

Projects and internships connect academic learning with professional practice. The curriculum includes a compulsory Visual and Multimedia Communications portfolio in Semester 6 and elective research projects, internships, internship reports and a dissertation. Internship places, duration, assessment, eligibility and required

documentation must be confirmed with the Programme Coordinator and Student Services before a student commits to a placement.

Career opportunities

The programme may prepare graduates for entry-level roles that use English, communication, administration, digital, business and teamwork skills. Actual recruitment depends on the employer, relevant experience, internship exposure and any additional technical training or certification required. These are potential pathways, not a guarantee of employment.

Potential occupation	Typical work
Media and Design Assistant	Supports creation of digital, visual and communication content.
Media Reporter	Collects and prepares information for news and institutional or digital media.
Public Relations Representative	Supports an organisation's public image and relations with external audiences.
Communication Officer	Plans and supports internal and external organisational communication.
Marketing Coordinator	Supports marketing plans, promotional content and campaigns.
Sales Representative	Presents products or services, identifies customer needs and follows up with clients.
Business Coordinator	Coordinates meetings, reports, activities and business relationships.
Sponsorship Facilitator	Researches sponsors and supports proposals, events and partner relationships.
Administration Clerk	Provides routine clerical, records, correspondence and office support.
HR Assistant	Supports personnel records, recruitment, onboarding and HR administration.
Human Resources Officer	Supports recruitment, employee administration, training and workforce coordination.
Assistant Teacher	Assists teachers with learning materials, classroom activities and student support.
Teacher	Plans lessons, delivers instruction and assesses learning; specific posts may require additional qualifications.
Customer Service Agent	Responds to customer enquiries, requests and routine complaints.
Procurement Assistant	Supports purchasing documentation, quotations and supplier communication.
Supply Chain Coordinator	Coordinates orders, deliveries, suppliers and logistics information.
Warehouse Coordinator	Supports inventory records, storage, receipts and dispatches.
Shipping Officer	Coordinates shipping documentation and communication with carriers and receiving teams.
Cargo Officer	Supports documented handling and movement of cargo in transport operations.
Airside Team Lead	Coordinates operational activities and helps teams follow schedules and safety procedures; additional training may be required.
Airport Passenger Services	Assists passengers with check-in, boarding, travel information and service processes.
HSE Officer	Supports health, safety and environmental compliance; technical training or certification may be required.
Safety Assistant	Supports safety records, inspections, briefings and follow-up of corrective actions.

Languages, digital skills and professional learning

Arabic and French are included as workplace-language modules. Digital learning begins with computer essentials and continues through advanced digital applications and the compulsory Visual and Multimedia Communications portfolio. Professional learning is integrated through business, communication, research, teamwork, electives and, where selected, internships.

04

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
- 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)
- 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.

05

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 Coordinator; this includes lack of attendance, and lateness.

A member of the department 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.

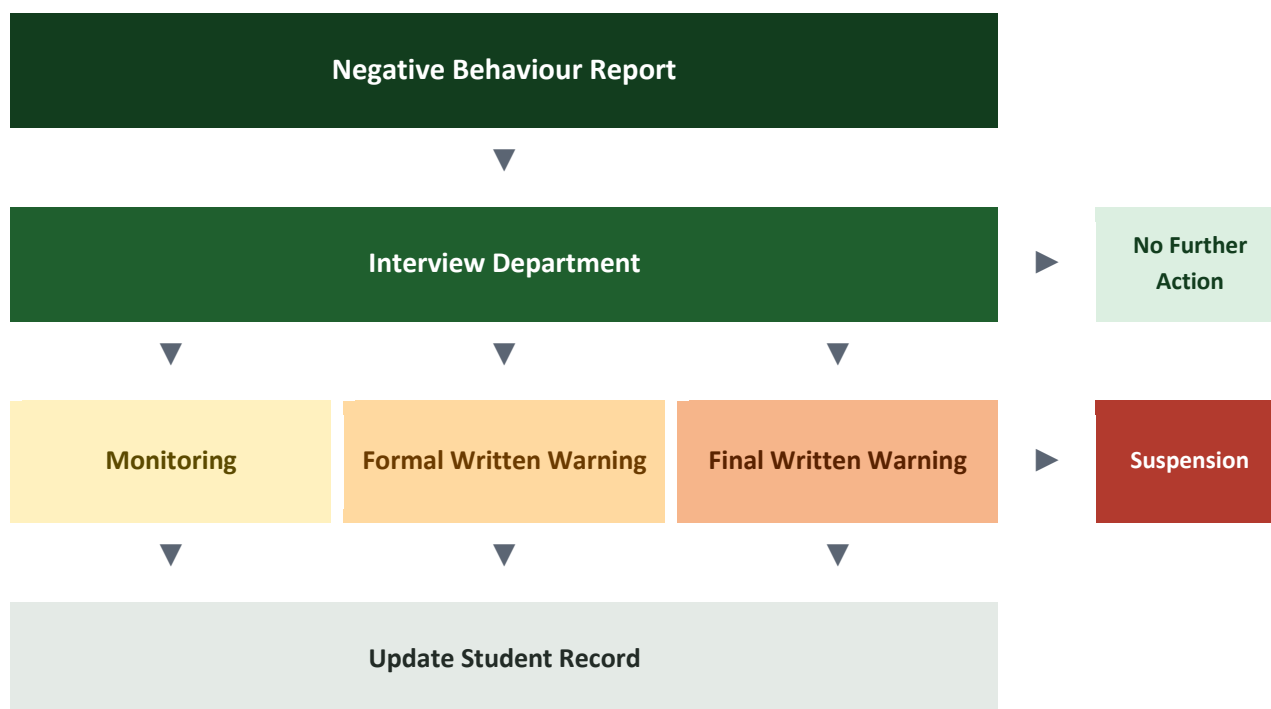
All stages of the process are recorded in writing to be kept on file.

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.

Disciplinary Procedure

The diagram below shows the disciplinary procedure:



Cheating

What is cheating?

Cheating is any dishonest behavior intended to gain an unfair advantage in academic work. Cheating can take various forms, including but not limited to:

- Using unauthorized materials during an examination, such as notes, books, or electronic devices.
- Copying from another student during an exam, test, or assignment.
- Allowing another student to copy your work during an exam or assignment.
- Submitting work that was completed by someone else, including purchasing or receiving assignments or projects from others.
- Unauthorized collaboration on individual assignments.
- Writing an essay that was memorized prior to entering the examination room.
- Fabricating or falsifying data in assignments, reports, or research projects.

HIE's stance against cheating

Cases of cheating are taken very seriously at HIE. If cheating is suspected, the case will be referred to the Assessment Committee, which investigates it and decides the penalty.

The penalty for cheating is a mark of zero for the exam/ assignment and a formal written warning that goes into the student's file.

Students are urged to familiarize themselves with what constitutes cheating and to avoid any actions that may lead to disciplinary measures.

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 various forms including:

- 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.

- The use of any AI application to produce any part of your written work.

HIE's stance against plagiarism

HIE regards plagiarism as a serious matter. Even in cases where plagiarism is deemed inadvertent, it can result in a penalty. The 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.

06 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	complaints

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 Students Services or the Coordinator.

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

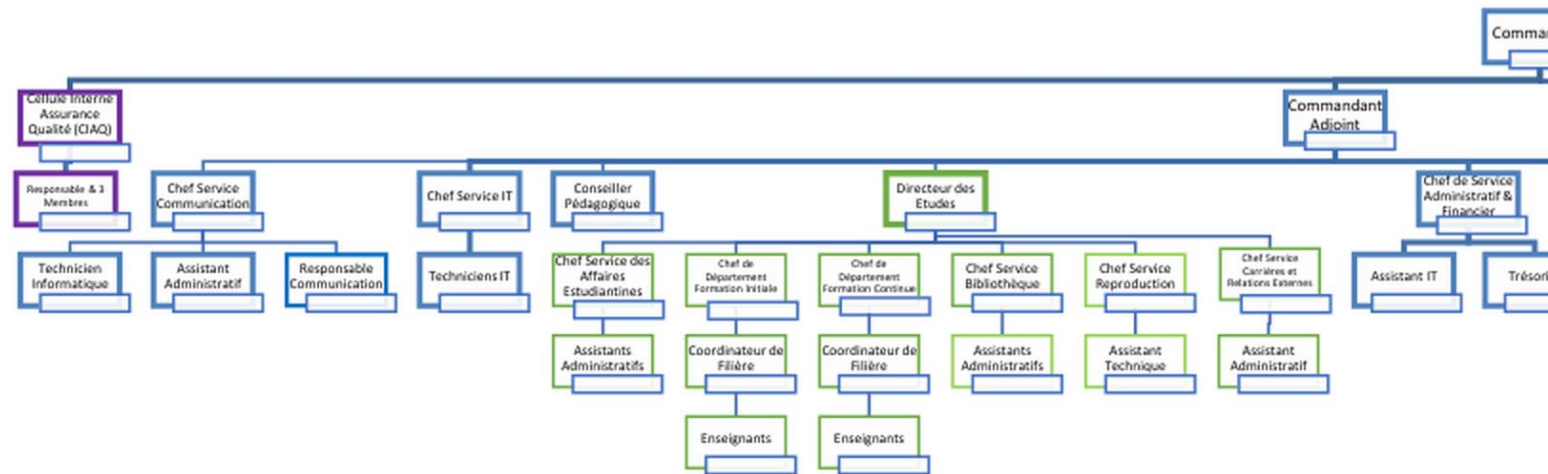
All complaints will be handled in strict confidence.

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.

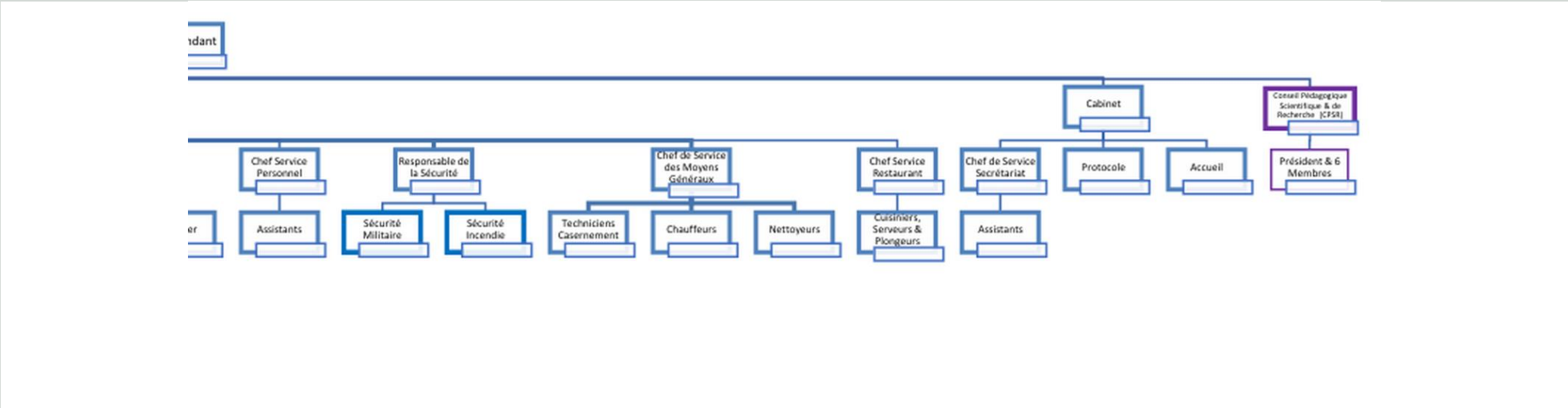
07

Organisational Structure

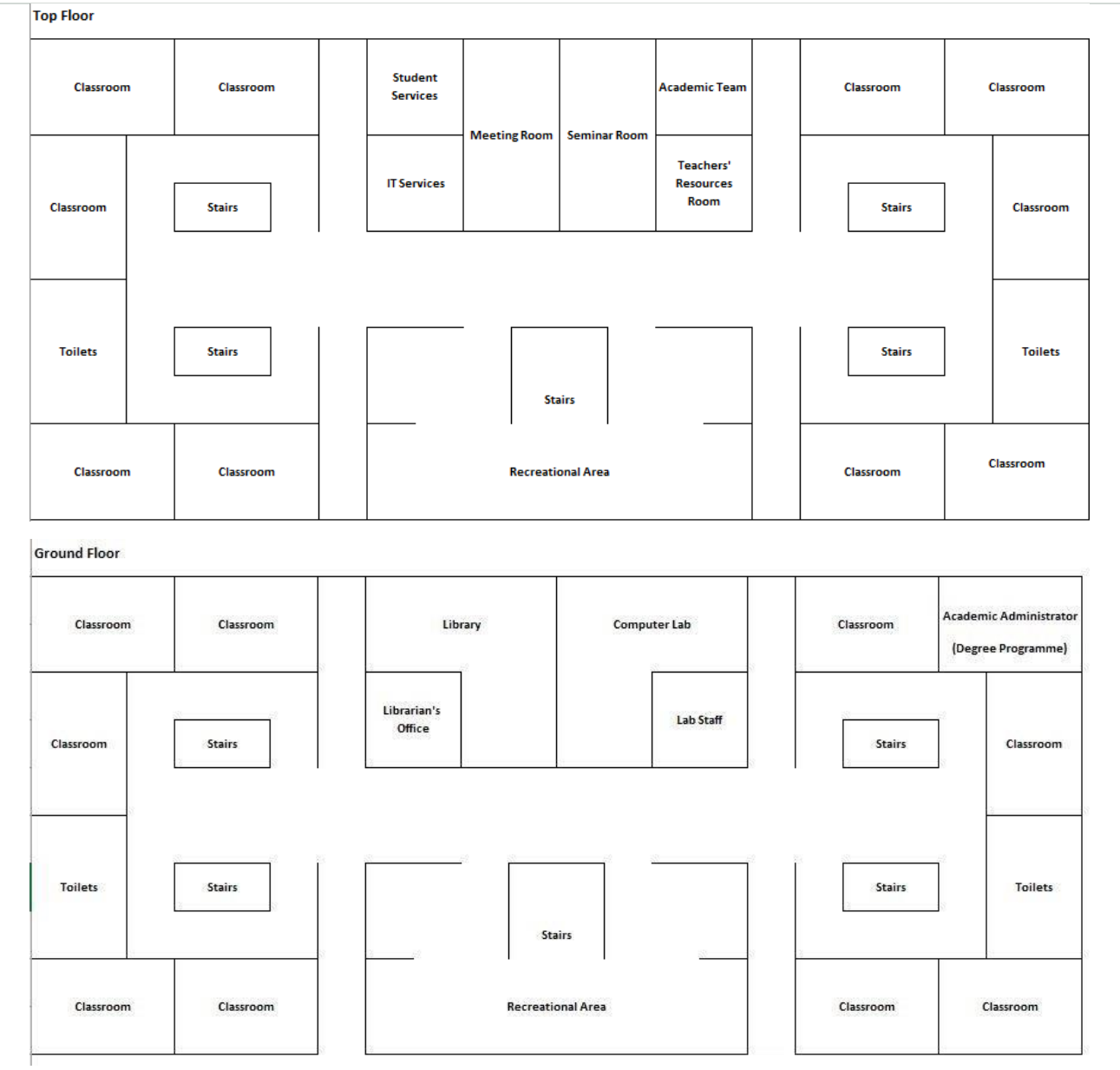
Part 1 of 2



Part 2 of 2



Degree Programme Building



In-Service Building

