

IHECS Academy is the continuing education center affiliated with the Institut des Hautes Etudes des Communications Sociales (IHECS) in Brussels.

Welcoming and urban, our center aims to be at the forefront of the most recent advances in communication and information. Its specificity: a training centered on the concrete, on the practice, on the professional realities, up to the "tricks of the trade". But without denying reflection, theorizing. For us, therefore, it is a question of combining the relevance of the concept with professional efficiency, in other words of joining the hand-on skill to the science of it. Alliance, therefore, of knowledge and know-how.

The main objective of IHECS Academy is to help with successful integration and/or development in the professional world.

This charter takes up the values of our school and the lines of conduct that we expect from anyone in contact with IHECS Academy, it is a reference framework.

RESPONSIBILITY AND COMMITMENT

The student is expected to read all the documentation provided at the start of the course. In particular the General Conditions provided upon payment of the registration fees.

The student is therefore responsible for keeping abreast of the practical information transmitted by the coordination team throughout the course, as well as any changes that may occur during the year.

The responsibility of the student also implies the will to act within the legal framework and according to the ethical principles of IHECS Academy.

The student is expected to be engaged in the program and to participate in face-to-face and remote sessions with an authorized absence rate of 25% maximum. Above this rate, obtaining the certificate or diploma could be refused.

The pedagogy of IHECS Academy is centered on experience and exchange with the trainers and between the participants. It is important to respect meeting times both face-to-face and remotely.

This commitment implies that the student, when joining the program, accepts that the classes are organized in hybrid mode and not in comodal mode¹. We would like to emphasize the importance of face-to-face meetings, allowing a more successful exchange with the trainers and the rest of the group, sometimes essential in the organization of certain workshops and teamwork.

IHECS Academy is also a network of professional partners who share and provide students with concrete professional experiences (internship, projects, practical workshops) during the program. Students are expected to have the same responsibility and the same commitment vis-à-vis these partners.

RESPECT AND TOLERANCE

An attitude of respect and tolerance is required of the student vis-à-vis the people with whom he/she is in contact, in particular with colleagues and trainers. This attitude is manifested by punctuality, participation in the activities planned in the study program, group work in accordance with basic collaboration principles and interpersonal skills.

IHECS Academy reserves the right to intervene when the behavior or attitude of a student disrupts the smooth running of the course sessions; and/or if another student were to suffer from inappropriate behavior.

¹ Hybrid: distribution of sessions between remote and face-to-face
Co-modal: simultaneous remote and face-to-face sessions

FRAUD AND PLAGIARISM

IHECS Academy reminds that any fraud, attempted fraud as well as plagiarism will be sanctioned. Plagiarism is a particularly serious form of fraud. In accordance with academic ethics and legal provisions relating to intellectual property, any passage taken from a source of which the student is not the author is considered plagiarism, without including quotation marks and the indication specifies the origin of the information (bibliographic reference, website, etc.). Similarly, the paraphrase, translation and/or resumption of a text in its substance are not acceptable, unless it is explained by giving the appropriate reference. The use of texts taken from the Internet, unpublished works or other sources constitutes plagiarism just as much as that of published works.

IHECS Academy also reminds that any unapproved recording of face-to-face courses will be considered fraudulent. The distribution of the course materials made available as well as the educational content will also be considered fraudulent.

PENALTIES

The penalties provided for in the event of non-compliance with this charter are: warning, non-authorization to attend classes and/or present the TFE, failure to pass a test, suspension or exclusion from the establishment or even criminal denunciation.

By signing this document, the student certifies that he/she has read this charter and undertakes to respect it throughout his/her time at IHECS Academy.

First and Last Name :

Read and approved at, on the

Signature: