

## Faculty of Arts and Letters



**MULT2MS** Master en communication multilingue, à finalité spécialisée en langues des affaires (Master of Multi-lingual Communication, leading to specialisation in Business Languages )



### Programme management

**GERM** Département d'études germaniques

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### Study objectives

This programme aims to develop communication skills in foreign languages in companies (business language) and to familiarise students with the business world through lectures, exercises and seminars on management, communication and work sciences. There is also a traineeship in a company for at least four weeks and a thesis.

### Admission conditions

This programme is open to students holding a graduate degree or equivalent subject to the conditions determined by the Faculty authorities. It is also open to students enrolled in their final year of undergraduate studies. In the latter case, the master's degree can only be conferred one year after the bachelor's degree is awarded.

There are two prerequisites :

- Students must have passed, in their undergraduate degree, courses in at least three of the following areas : economics, management, law, computer studies, communication and sociology (a course in economics is compulsory). Otherwise, students must add the course or courses which are missing to their programme.
- To take a "major" language (German, English and Dutch), candidates must provide proof of at least level B1+ in the Common European Framework Reference for Languages (CECR) ['independent upper average user' level]. If no official documents are available, students have to pass a language test relating to the receptive communicative skills (listening and reading comprehension). This level test is organised by the Department.

### Admission procedures

The University admission and enrolment procedures are detailed in "General Information" on the WEB page :

<http://www.ucl.ac.be/etudes/programme.html>

### General structure of the programme

This two-year programme (120 credits) includes lectures, exercises and seminars, a traineeship in a company of at least four weeks and a thesis.

Exemption from a maximum of 60 credits may be granted to candidates who can prove they have passed equivalent courses.

The programme is composed of the **following three modules** :

a core syllabus consisting of :

- a) **courses** in : management, work sciences and communication. These courses are in French; certain courses in English are also accessible (Economics, Management, Communication). (30 credits, with a maximum of 15 credits per sector);
- b) a **thesis** (including a period of work placement) (28 credits) and an accompanying seminar (2 credits).

a **specialisation in Business Languages** to be chosen from among the following (30 credits) :

- specialisation in Business Language (German, English)
- specialisation in Business Language(English, Dutch);
- specialisation in Business Language (German, Dutch);
- specialisation in Business Language (German);
- specialisation in Business Language (English);

- specialisation in Business Language (Dutch).  
an **option** : (30 credits).

## Programme content

### 1. Core syllabus (60 credits)

**1.1. Students' core syllabus** must be approved by the Department authorities who will decide based on the students' previous studies and the opinion of the authorities of the Faculty of Economic, Social and Political Sciences. The list of courses may be reviewed annually depending on the courses offered by the Faculty of Economic, Social and Political Sciences.

The students must choose 30 credits with a maximum of 15 credits per sector from among the following courses :


#### Courses in French

##### Management

Courses without prerequisites

|                 |                                                                              |                                                                                                                                         |
|-----------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <u>ESPO1112</u> | Principles of Accountancy[30h+15h] (4 credits) (in French)                   | Karine Cerrada Cristia, Yves De Rongé (coord.), Michel De Wolf, Michel Gatz                                                             |
| <u>ESPO1111</u> | Political Economics[60h+30h] (8 credits) (in French)                         | Paul Belleflamme, Aly D. Coulibaly, Philippe De Villé, Philippe De Villé (supplée N.), Jean Hindriks, Xavier Wauthy, Robert Wtterwulghé |
| <u>CMPT2950</u> | Accounting and analysis of financial statements[45h] (5 credits) (in French) | Karine Cerrada Cristia, Louis Dubois                                                                                                    |
| <u>GETI2950</u> | Principles of information systems[30h] (5 credits) (in French)               | Jean Vanderdonck                                                                                                                        |
| <u>PERS2950</u> | Human resource management[45h] (5 credits) (in French)                       | Evelyne Léonard                                                                                                                         |
| <u>SCOM2950</u> | Psychosociological analysis of organisations[45h] (5 credits) (in French)    | Thomas Perilleux                                                                                                                        |
| <u>LINF1200</u> | Introduction au management[45h] (~) (in French)                              | N.                                                                                                                                      |

Courses with prerequisites

|                                                                        |                                                                                                                                          |                      |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <u>SESP1222</u>                                                        | Analyse des états financiers[45h+45h] (~)  (in French) | N.                   |
| <i>(Prerequisite : ESPO 1112 or an equivalent course)</i>              |                                                                                                                                          |                      |
| <u>MARK2950</u>                                                        | Strategic marketing[45h] (5 credits) (in French)                                                                                         | Chantal de Moerloose |
| <i>(Prerequisite : ESPO 1111 or ESPO 2100 or an equivalent course)</i> |                                                                                                                                          |                      |
| <u>PROD2950</u>                                                        | Operations management and quantitative modelling[45h] (5 credits) (in French)                                                            | Guy Keymolen         |
| <i>(Prerequisite : ESPO 2101 or an equivalent course)</i>              |                                                                                                                                          |                      |

##### Work Sciences

|                 |                                                                                    |                                       |
|-----------------|------------------------------------------------------------------------------------|---------------------------------------|
| <u>TRAV2312</u> | Comparative training and employment systems[45h] (~) (in French)                   | Christian Maroy, Béatrice Van Haepere |
| <u>TRAV2314</u> | Comparative systems of salaries and human resource management[30h] (~) (in French) | Marc Fourny, Evelyne Léonard          |

##### Communication

|                                                               |                                                                                     |                                     |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| <u>COMU2116</u>                                               | The strategic communications of organisations[30h] (3 credits) (in French)          | Axel Gryspeerdt                     |
| <u>COMU2139</u>                                               | Communication and organisation[30h] (3 credits) (in French)                         | Pierre de Saint-Georges             |
| <i>(This course must be taken in parallel with COMU 2116)</i> |                                                                                     |                                     |
| <u>COMU2252</u>                                               | Public relations and enterprise communications seminar[30h] (4 credits) (in French) | Thierry Libaert, Jean-Marie Pierlot |
| <u>COMU2227</u>                                               | Public relations: theories and analyses of practices[30h] (3 credits) (in French)   | Axel Gryspeerdt                     |
| <u>COMU2113</u>                                               | The press, journalism and society[30h] (3 credits) (in French)                      | Gabriel Ringlet                     |
| <u>COMU2134</u>                                               | Socio economic structures of the media[30h] (3 credits) (in French)                 | Frédéric Antoine                    |

#### Courses in English

##### Economics, Management, Communication

Courses without prerequisites

|                 |                                                                          |                  |
|-----------------|--------------------------------------------------------------------------|------------------|
| <u>PROD2100</u> | Production and Operations Management[45h+15h] (~) (in English)           | Pierre Semal     |
| <u>POGE2200</u> | Corporate Strategy and Business Policy[30h+15h] (5 credits) (in English) | André de Béthune |
| <u>REIN2200</u> | International Business Management[30h] (~) (in English)                  | Eric Cornuel     |

##### European Community

|                 |                                                                        |                  |
|-----------------|------------------------------------------------------------------------|------------------|
| <u>EURO3120</u> | European Policies of Economic Integration[30h] (3 credits) (in French) | Philippe Monfort |
|-----------------|------------------------------------------------------------------------|------------------|

**EURO3504** European Economy: Regional Development[30h] (3 credits) Philippe Monfort  
(in French)

(If students wish to follow a course not on this list, they must get written authorisation from the teacher of the course and submit it to the Academic Supervisor of MULT 2MS).

### 1.2. Thesis including **traineeship** (28 credits)

Students must complete a traineeship of at least 4 weeks in a company either in Belgium or abroad. It must enable the students to practise the major language being studied. (cf. 2) and to acquire a first professional experience. At the end of the traineeship, the student is required to submit a thesis written in the major language (or in one of the major languages studied), within the deadline fixed by the programme management Committee. The thesis will also be presented orally.

Students must follow a seminar to accompany their thesis (2 credits).

### 2. Specialisation in a "Business Language" (30 credits)

Students have to choose from among the following :

- specialisation in Business Language (German, English)
- specialisation in Business Language(English, Dutch);
- specialisation in Business Language (German, Dutch);
- specialisation in Business Language (German);
- specialisation in Business Language (English);
- specialisation in Business Language (Dutch).

The first three specialisations include courses in two major languages and the three last in one major language and two minor languages.

To enrol in a "major language", students must prove at least level 'B1+' on the **European Common Framework Reference for Languages (CECR)**, cf. : <http://culture2.coe.int/portfolio/documents/cadrecommun.pdf> [level "average upper independent user"]. In the absence of an official document from the 'Institut des Langues Vivantes' of UCL, the "Cambridge Examinations Syndicate", the "Goethe Institut", or the "Certificaat Nederlands als Vreemde Taal" etc. certifying the level of competence, access to the Master's programme will be subject to a language test (also see prerequisites and admission conditions mentioned above).

For each "major language", there are lectures, seminars and exercises focusing on communication, both oral and written, in a business context. All these activities are conducted in the major language.

The minor language courses (9 credits per minor language/year) introduce students to an additional foreign language or help improve their competence in one of the languages offered (at beginner, intermediate and advanced levels). Students may choose between the following languages taught at the Institut des Langues Vivantes : German, Arabic, Chinese, Spanish, French (only for non-Francophone students), Italian, Japanese, Dutch, Portuguese or Russian.

Please note, however, that not all these languages are taught at every level (beginner, intermediate and advanced) every year. It is therefore necessary to check via the Institut des langues vivantes (tel. 010/474363 or 4364).

*In view of timetable constraints, it is highly recommended that students choose a Germanic language as one of the two minor languages.*

#### 2.1. Specialisation in "Business Language" (German, English) (30 credits)

|                 |                                                                                                                        |                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------|--------------------|
| <u>GERM2412</u> | Oral business communication techniques in German[30h+30h] (9 credits) (in D)                                           | Hedwig Reuter      |
| <u>GERM2422</u> | Oral business communication techniques in English[30h+30h] (9 credits) (in English)                                    | Sylvie De Cock     |
| <u>GERM2223</u> | Reading comprehension and vocabulary extension: economic and commercial texts in German[30h] (6 credits) (in D)        | Marie-Luce Collard |
| <u>GERM2233</u> | Reading comprehension and vocabulary extension: economic and commercial texts in English[30h] (6 credits) (in English) | Sylvie De Cock     |

#### 2.2. Specialisation in "Business Language" (English, Dutch) (30 credits)

|                 |                                                                                                                        |                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------|--------------------|
| <u>GERM2422</u> | Oral business communication techniques in English[30h+30h] (9 credits) (in English)                                    | Sylvie De Cock     |
| <u>GERM2432</u> | Oral business communication techniques in Dutch[30h+30h] (9 credits) (in NL)                                           | Erik De Schepper   |
| <u>GERM2233</u> | Reading comprehension and vocabulary extension: economic and commercial texts in English[30h] (6 credits) (in English) | Sylvie De Cock     |
| <u>GERM2243</u> | Reading comprehension and vocabulary extension: economic and commercial texts in Dutch[30h] (6 credits) (in NL)        | Jean-Pierre Colson |

#### 2.3. Specialisation in "Business Language" (German, Dutch) (30 credits)

|                 |                                                                                                                 |                    |
|-----------------|-----------------------------------------------------------------------------------------------------------------|--------------------|
| <u>GERM2412</u> | Oral business communication techniques in German[30h+30h] (9 credits) (in D)                                    | Hedwig Reuter      |
| <u>GERM2432</u> | Oral business communication techniques in Dutch[30h+30h] (9 credits) (in NL)                                    | Erik De Schepper   |
| <u>GERM2223</u> | Reading comprehension and vocabulary extension: economic and commercial texts in German[30h] (6 credits) (in D) | Marie-Luce Collard |

GERM2243 Reading comprehension and vocabulary extension: economic and commercial texts in Dutch[30h] (6 credits) (in NL) Jean-Pierre Colson

#### 2.4. Specialisation in "Business Language" (German) (30 credits)

GERM2412 Oral business communication techniques in German[30h+30h] (9 credits) (in D) Hedwig Reuter

ALLE2711 Specialised German Writing Skills[30h] (3 credits) Caroline Klein

#### Two Minor Languages : 2 x 9 credits

*In view of timetable constraints, it is highly recommended that students choose a Germanic language as one of the two minor languages.*

#### 2.5. Specialisation in "Business Language" (English) (30 credits)

GERM2422 Oral business communication techniques in English[30h+30h] (9 credits) (in English) Sylvie De Cock

ANGL2711 Specialised English Writing Skills[30h] (3 credits) Timothy Byrne

#### Two Minor Languages: 2 x 9 credits

*In view of timetable constraints, it is highly recommended that students choose a Germanic language as one of the two minor languages.*

#### 2.6. Specialisation in "Business Language" (Dutch) (30 credits)

GERM2432 Oral business communication techniques in Dutch[30h+30h] (9 credits) (in NL) Erik De Schepper

NEER2711 Specialised Dutch Writing Skills[30h] (3 credits) Mariken Smit

#### Two Minor Languages : 2 x 9 credits

*In view of timetable constraints, it is highly recommended that students choose one Germanic language as one of the two minor languages.*

### 3. Option (30 credits)

**3.1. If the student has chosen the 2.1. (German, English), 2.2. (English, Dutch) or 2.3. (German, Dutch) , he is required to do the following courses, depending of the languages chosen :**

GERM2411 Economic, legal, social and political issues in German-speaking countries[30h+15h] (6 credits) (in French) Henri Bouillon

GERM2421 Economic, legal, social and political issues in English-speaking countries[30h+15h] (6 credits) (in French) Guido Latre

GERM2431 Economic, legal, social and political issues in Dutch-speaking countries[30h+15h] (6 credits) (in NL) Philippe Hiligsmann

ALLE2710 Listening comprehension and oral expression: specialised German oral exercises[60h] (6 credits) Anne-Christine Schiffllers

ANGL2710 Listening comprehension and oral expression: specialised English oral exercises[60h] (6 credits) Lutgarde Schrijvers

NEER2710 Listening comprehension and oral expression: specialised Dutch oral exercises[60h] (6 credits) Mariken Smit

ALLE2711 Specialised German Writing Skills[30h] (3 credits) Caroline Klein

ANGL2711 Specialised English Writing Skills[30h] (3 credits) Timothy Byrne

NEER2711 Specialised Dutch Writing Skills[30h] (3 credits) Mariken Smit

**3.2. If the student has chosen the 2.4. (German), 2.5. (English) or 2.6. (Dutch), he is required to do the following courses depending on the major language studied.**

#### Two Minor Languages (2 x 9 credits).

**In addition, 12 credits must be chosen in accordance with the major language studied from among :**

GERM2411 Economic, legal, social and political issues in German-speaking countries[30h+15h] (6 credits) (in French) Henri Bouillon

GERM2421 Economic, legal, social and political issues in English-speaking countries[30h+15h] (6 credits) (in French) Guido Latre

GERM2431 Economic, legal, social and political issues in Dutch-speaking countries[30h+15h] (6 credits) (in NL) Philippe Hiligsmann

GERM2223 Reading comprehension and vocabulary extension: economic and commercial texts in German[30h] (6 credits) (in D) Marie-Luce Collard

GERM2233 Reading comprehension and vocabulary extension: economic and commercial texts in English[30h] (6 credits) (in English) Sylvie De Cock

GERM2243 Reading comprehension and vocabulary extension: economic and commercial texts in Dutch[30h] (6 credits) (in NL) Jean-Pierre Colson

ALLE2710 Listening comprehension and oral expression: specialised German oral exercises[60h] (6 credits) Anne-Christine Schiffllers

ANGL2710 Listening comprehension and oral expression: specialised English oral exercises[60h] (6 credits) Lutgarde Schrijvers

NEER2710

Listening comprehension and oral expression: specialised  
Dutch oral exercises[60h] (6 credits)

Mariken Smit

**Evaluation**

Ongoing evaluation, based on participation in the course activities and exercises, oral and written exams, work experience and thesis.