

APPLICATION PROCESS 2018-2019 EXCHANGE STUDENTS

We will be very happy to welcome you at ICHEC Brussels Management School in the framework of a Student Exchange Programme.

1. Contact information

If you have any question regarding your exchange programme, feel free to contact the ICHEC International Office.

Contact person: Mrs. Kristien MINET

Mailing address: Rue au Bois, 365A / 1150 Brussels / Belgium

Tel.: +32 2 778 03 75

Email address: exchange.in@ichec.be

2. First step: nomination

Once you have been selected to come to ICHEC, either for one semester or for one year, please ask your home coordinator to send us an email with the list of nominated students to the ICHEC International Office.

3. Second step: documents

Students who wish to spend one or two semesters at ICHEC must send their complete **application file** before the below mentioned deadline, either by email, or by regular mail.

The application file contains 4 documents:

- The ICHEC application form
- A copy of your passport or ID card
- A color ID photo with a plain background (*for your student card*)
- A copy of your international medical insurance (valid during your stay)

There is neither specific language requirement nor a required GPA, etc. However, we recommend you to have at least a B2 level in English/French if you want to study in English/French.

Moreover, the students who want to follow an intensive week of French before the beginning of the semester have to fill in the **registration form** for these courses which cost 150 EUR for the whole week. This form should be sent together with the application file.

Non-European students may ask ICHEC to book a room for them in a private residence. To do

so, the **accommodation form** should also be sent together with the application file. Please note that we cannot guarantee a particular type of housing, and that applications received after the deadline will not be processed.

You will find all the documents and the information you need about exchanges on our website (including the course list and course contents): www.icheccampus.ichec.be, section "International", section "Incoming students". This part of the website is available in free access.

4. Third step: admission

As reminder, we first need to receive your application file in order to be able to send you an acceptance letter.

Then, if you want us to send you an acceptance letter, tick the appropriate box in your application form. Please note that all the non-European students will need an original acceptance letter to get their visa.

Moreover, the visa process might take more than one month. So think about sending us your application file as soon as possible, and beginning the visa process right after having received your original acceptance letter.

5. Last step: courses

All ICHEC courses are open to exchange students. You can choose any course mentioned in the ICHEC programmes: from BAC1 to MASTER2, in French, English, during the day or in the evening.

The **ICHEC learning agreement** should be sent to Mrs. Kristien Minet at the latest on September 1 (for the 1st semester) and on January 15 (for the 2nd semester). However, you will have the possibility to change your study programme during the two first weeks of the semester.

All the course descriptions are available on our website: www.icheccampus.ichec.be → International → Incoming students → Documents → Course catalogue.

Here below is the list of courses available in English in 2018-2019.

Fall Semester (Q1): September to December - Examinations in January

Title	Level	ECTS credits
Advanced Finance	MAS	5
Corporate Business Cycles: case studies	MAS	3
Corporate Strategy	MAS	5
CSR and Ethics	MAS	5
Digital Communication	MAS	5
European Economics	MAS	5
European History and Institutions	MAS	5
European Management	MAS	5
Export-Import Strategy	MAS	5
Intercultural Topics Q1	BAC/MAS	5
International Standards on Auditing (ISA)	MAS	5
International commercial Law and Dispute Resolution	MAS	5
International Economics and corporate business cycles	MAS	5
International Marketing	MAS	5
Principles of international Taxation of Enterprises	MAS	5
Strategic Marketing and Consumer Management	MAS	5
Strategy and Innovation (<i>yearly course</i>)	MAS	5
Supply Chain	MAS	5

Spring semester (Q2): February to May - Exam in June

Title	Level	ECTS credits
Economics of Strategy	BAC	5
Financial Management	BAC	5
Human Resources Management	MAS	5
Intercultural Topics Q2	BAC/MAS	5
Intercultural Marketing, Negotiation and Communicatic	MAS	5
International Finance and Fiscality	MAS	5
International Management and Negotiation	MAS	5
International Trade and Innovation	MAS	5
Management Accounting Control	MAS	5
Marketing II: Consumer's Behaviour	BAC	3
Non-profit Economics & Management	MAS	5
Strategy for digital business	MAS	5

French language courses (Q1 & Q2)

Title	Level	ECTS credits
Intensive Week of French	BAC/MAS	3
Weekly French course (beginner A1)	BAC/MAS	5
Weekly French course (beginner A2)	BAC/MAS	5
Weekly French course (intermediate B1-B2)	BAC/MAS	5

+ other language courses during the whole academic year (German, English, Spanish, Italian, and Chinese).

6. Summary table of the deadlines

Semester Deadlines	Academic year <i>(September 12 – June 30)</i>	Fall semester <i>(September 14 – January 27)</i>	Spring semester <i>(February 5 – June 30)</i>
June 1	<ul style="list-style-type: none"> ✓ Application file ✓ Accommodation form ✓ Intensive week of French (form) 	<ul style="list-style-type: none"> ✓ Application file ✓ Accommodation form ✓ Intensive week of French (form) 	-
September 1	<ul style="list-style-type: none"> ✓ Draft of learning Agreement (fall semester) 	<ul style="list-style-type: none"> ✓ Draft of learning Agreement 	-
September 28	<ul style="list-style-type: none"> ✓ Final learning Agreement (fall semester) 	<ul style="list-style-type: none"> ✓ Final learning Agreement 	-
November 15	-	-	<ul style="list-style-type: none"> ✓ Application file ✓ Accommodation form ✓ Intensive week of French (form)
January 15	<ul style="list-style-type: none"> ✓ Draft of learning Agreement (spring semester) 	-	<ul style="list-style-type: none"> ✓ Draft of learning Agreement
February 16	<ul style="list-style-type: none"> ✓ Final learning Agreement (spring semester) 	-	<ul style="list-style-type: none"> ✓ Final learning Agreement

APPLICATION PROCESS - FREE MOVER STUDENTS

Free Mover students are students coming from universities that do not have a bilateral agreement with ICHEC, or coming from a partner university, but in excessive number compared to the agreement.

The application process for Free Mover students is almost exactly the same as for exchange students. Indeed, there are only three differences:

- You do not have to be nominated by your home university (step 1).
- There is a specific application form for Free Mover students.
- There is a tuition fee of 600 EUR per semester for students coming from partner universities, and 800 EUR per semester for students coming from non-partner universities.