

APPLICATION PROCESS 2017-2018

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

1. Contact information

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

Contact person: Ms. Kristine 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 selected the students who will come to ICHEC, either for one semester or for one year, please send an email with the list of nominated students to the ICHEC International Office.

When you nominate your students, we will kindly ask you to provide us with (at least) the following information for each student: name, first name, gender, date of birth, place of birth and email address.

3. Second step: documents

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

The application file contains 4 documents:

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

There is neither specific language requirement nor a required GPA, etc. However, we recommend the students to have at least a B2 level in English/French if they 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 **application form** for these courses which cost 100 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 application documents and the information you need about the exchange programme on our website: www.icheccampus.ichec.be, section "International", section "Incoming students". This part of the website is available in free access.

4. Third step: admission

Upon receipt of your nomination list, we will send an email of confirmation of admission directly to your nominated students. We do not automatically send an acceptance letter. If you want us to send an acceptance letter to your students, just make a request.

Please note that in order to be able to send the acceptance letters to your students, we first need to get their complete application file.

5. Last step: courses

All ICHEC courses are open to exchange students. They 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 Ms. Kristine Minet at the latest on September 1 (for the 1st semester) and on January 15 (for the 2nd semester). However, the student will have the possibility to change his/her 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 2017-2018.

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 (yearly course) | 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 14 – 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:

- They do not have to be nominated by the 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.