

### APPLICATION PROCESS – EXCHANGE STUDENTS

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

Please beware that we won't accept any nomination after the deadlines:

SEMESTER	DEADLINE
<b>Academic year (September – June)</b>	1 <sup>st</sup> of June
<b>First semester (September - January) = Fall semester</b>	1 <sup>st</sup> of June
<b>Second semester (January - June) = Spring semester</b>	15 <sup>th</sup> of November

#### 1. First step: nomination

Once you have been selected to come to our university, either for one semester or for one year, please ask your coordinator to send us an email with the list of nominated students to [elodie.decostre@ichec.be](mailto:elodie.decostre@ichec.be).

#### 2. Second step: documents

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](http://www.icheccampus.ichec.be) / section "International" / section "Incoming students". This section is available in free access.

Foreign students who wish to spend one or two semesters at ICHEC must send their **application form** before the mentioned deadline.

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 100 EUR for the whole week. This document should be handed in at least one month before the start of the intensive week of French.

Finally, for non-European students, who want ICHEC to book a room for them, we will ask for a deposit of 300 EUR + a 50 EUR fee on ICHEC bank account. The **accommodation form** should be sent before the deadline. Please note that we cannot guarantee a particular type of housing, and that applications received after the deadline will not be processed.

## INTERNATIONAL OFFICE

### 3. Third step: admission

Beware; in order to be able to send you an acceptance letter, we first need your registration form. Then, if you want us to send you an acceptance letter, just make a request. 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 registration form as soon as possible, and to begin the visa process right after having received your original acceptance letter.

### 4. Last step: courses

All ICHEC courses are available for foreign 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 **study programme** should be sent to [elodie.decostre@ichec.be](mailto:elodie.decostre@ichec.be) at the latest on the 1<sup>st</sup> of September (for the 1<sup>st</sup> semester) and on the 8<sup>th</sup> of January (for the 2<sup>nd</sup> semester). However, you will have the possibility to change your study programme during the two first weeks of the semester.

Here is the list of courses available in English in 2014-2015:

#### 1st SEMESTER September to December - Exam in January

Title	Level	ECTS credits
<b>Corporate Strategy</b>	MAS	5
<b>CSR and Ethics</b>	MAS	3
<b>E business : Strategy</b>	MAS	3
<b>European Economics</b>	MAS	5
<b>European History and Institutions</b>	MAS	5
<b>European Management</b>	MAS	5
<b>Export-Import Strategy</b>	MAS	5
<b>Financial Management</b>	BAC	3
<b>Human Resources Management</b>	MAS	3
<b>Intercultural Marketing, Negotiation and Communication</b>	MAS	5
<b>Intercultural Topics</b>	BAC/MAS	5
<b>International commercial Law and Dispute Resolution</b>	MAS	5
<b>International Financial Reporting Standards IFRS</b>	MAS	3
<b>International Marketing</b>	MAS	5
<b>Management Accounting Control</b>	MAS	3
<b>Principles of international Taxation of Enterprises</b>	MAS	5
<b>Public Economics</b>	MAS	3

#### 2<sup>nd</sup> SEMESTER January to May - Exam in June

Title	Level	ECTS credits
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## INTERNATIONAL OFFICE

<b>Advanced international Economics and corporate Business (</b>	<b>MAS</b>	<b>4</b>
<b>Corporate Business Cycles + case studies</b>	<b>MAS</b>	<b>5</b>
<b>Corporate Finance</b>	<b>MAS</b>	<b>3</b>
<b>E business : Seminar</b>	<b>MAS</b>	<b>3</b>
<b>Fundamentals of international Economics</b>	<b>BAC</b>	<b>3</b>
<b>Human Resources Management : Seminar</b>	<b>MAS</b>	<b>2</b>
<b>Intercultural Topics</b>	<b>BAC/MAS</b>	<b>5</b>
<b>International Finance and Fiscality</b>	<b>MAS</b>	<b>5</b>
<b>International Management and Negotiation</b>	<b>MAS</b>	<b>5</b>
<b>International Trade and Innovation</b>	<b>MAS</b>	<b>5</b>
<b>Marketing II – Consumer Behaviour</b>	<b>BAC</b>	<b>2</b>

### French language

Title	Level	ECTS credits
<b>Intensive Week of French</b>	<b>BAC/MAS</b>	<b>3</b>
<b>Weekly French course (beginner)</b>	<b>BAC/MAS</b>	<b>5</b>
<b>Weekly French course (intermediate/advanced)</b>	<b>BAC/MAS</b>	<b>5</b>

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

### APPLICATION PROCESS – FREE MOVER STUDENTS

Beware, free mover students are students coming from universities with which ICHEC does not have a bilateral agreement, or coming from a partner university, but in excessive number compared to the agreement.

The application process for Free Mover students is almost 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 800EUR per semester for students coming from non-partner universities.

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.