



Business 4 exchange academic guide

KdG exchange programme for Business
Academic year 2017 - 2018

Karel de Grote University College

Campus of Business Management and Administration

Nationalestraat 5

B-2000 Antwerp

Belgium

B4E@kdg.be

On B4E ...

The Faculty of Management and Technology, Campus of Business Management and Administration of Karel de Grote University College in Antwerp presents the English programme "Business for Exchange". A programme for exchange and local students in Autumn and Spring semester.

Business for Exchange (B4E) offers a fine selection of courses presented by both guest and home lecturers. All modules are taught in English. Most subjects are open to all Business Management students. The more specialized courses require preliminary knowledge or skills in specific fields of Business Management. The courses are also open to Belgian students as electives, hence ensuring further opportunities for integration.

At the beginning of each semester, we organise "Orientation Days" for all incoming students. A detailed programme will be sent to the students after acceptance.

Academic calendar

	AUTUMN SEMESTER	SPRING SEMESTER
Orientation days	13-14 September	24-25 January
B4E info session	15 September	26 January
B4E modules period 1 / 3	18 September	29 January
Deadline changes	06 October	09 February
Half term holidays (1 week)	30 October	12 February
Examinations	06 November	19 March
B4E module, period 2 / 4	13 November	26 March
Seasonal holidays (2 weeks)	25 December	3 April
Examinations	8 January	28 May
End of semester	23 January	18 June
Farewell event	To be decided	To be decided

International Office

At the Campus of Business Management and Administration you'll find an skilled and enthusiastic international team. Students can contact us whenever they have a problem and we will try to make their stay in Antwerp an unforgettable experience.

INTERNATIONAL COORDINATOR

Karlién Rybels



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INCOMING STUDENTS

✉: B4E@KDG.BE

Marijke Jansen



Valérie Veridique



Koen Van Beylen



OUTGOING STUDENTS

✉: INTERNATIONAL.HEB@KDG.BE

Sofie Speltincx



Valérie Veridique



INTERNSHIPS

✉: INTERNSHIPS.HEB@KDG.BE

Sofie Speltincx



Koen Van Beylen



INCOMING AND OUTGOING STAF EXCHANGE

✉: STAFFMOBILITY.HEB@KDG.BE

Ilse Nuytemans



ENGLISH LANGUAGE REQUIREMENTS

We recommend incoming students to master the English language sufficiently to participate actively in the courses. Level B2 is recommended.

If a student's proficiency in English does not allow active participation, there is a potential higher risk of failing assignments and examinations. This is entirely the **responsibility of the sending institution**.

Students can take English (or other) language lessons at their own expense in the language center of the University of Antwerp. See www.linguapolis.be. For applications and fees, please contact Linguapolis directly.

ASSIGNMENTS AND EXAMINATIONS

Every lecturer decides which type of evaluation is appropriate for his or her course. You can find the specific course information on our website <https://www.kdg.be/en/business-4-exchange>. Sometimes grading is based on a combination of several evaluations (e.g. post-assignment, group work, presentation, examination). The most common types of evaluation are:

Intake test: in case there is a pre-assignment (e.g. reading articles or parts of a course book) a test at the beginning of the course can determine your level of knowledge.

In-between assignments: used to evaluate on a regular basis (for regular courses).

Post-assignments (e.g. paper, report): are to be sent in by email (some weeks) after the course.

Examinations: written examinations always take place at the end of a 6 week period.

The retake exams will take place in August 2018. Retake exam can be organized (if mentioned in the course description) upon request of the International Office of the home institution and in the following ways:

Retaking assignments: conditions and practical arrangements: see the ECTS study-guide on our website.

Retaking written examinations:

- EITHER at Karel de Grote University College
- OR at the home institution, under supervision. Date and hour will be announced by the Karel de Grote University College and the exam copy will be sent by e-mail to the coordinator of the International Office at the home institution. After the exam has been taken, the scanned copy should be sent by email to the coordinator at Karel de Grote University College

The KdG education and examination regulations are applicable to all exchange students and can be found on the KdG website.

ACADEMIC RECOGNITION

In order to be able to measure and compare the learning achievements and to transfer them from one institution to another, the European Community has developed a tool that guarantees academic recognition: the European Community Course Credit Transfer System (ECTS). It is a credit system based on the students' workload, which involves lectures, seminars and self-study. In other words, it includes all work needed to prepare for an examination. The basic allocation of the academic credit system is 60 credits per year of study or 30 credits per semester.

We only accept students who enroll for a workload of between 20 and 30 ECTS credits per semester.

Credits are awarded only when all required course examinations have been successfully completed. Grades are awarded using the local grading system of a score on 20 points. The local grades can then be converted following the ECTS grading system.

An official ECTS grading table will be sent to the home institution together with the Transcript of Records. The table on the following page gives insight in our grading system.

The home institution will be responsible for the full recognition of credits and grades awarded to the student.

Local Grade	ECTS Grade
20, 19, 18, 17	Excellent
16, 15	Very good
14, 13	Good
12, 11	Satisfactory
10	Passing
<10	Fail

COURSE MATERIAL

Course materials depend on the courses for which students are registered. Books and syllabi will be available on our electronic learning platform 'Blackboard', in our library or in our Shop. The maximum cost will be around 50 euros.

INSURANCE

It is compulsory for all foreign students to arrange their health insurance and third-party liability insurance themselves, before arrival. The validity of the insurances must cover the whole stay of the students.

Health insurance means adequate coverage for medical costs in case of illness or injury.

Third-party liability insurance covers you in case you are sued for compensation by a third party, where they feel that they have suffered a loss as a result of your negligence or carelessness.

In case you are successfully sued by a third party, your third party insurance will cover the costs of damages awarded against you and of any legal costs that you have incurred as a result of disputing the case.

For more information, please contact international@kdg.be.
<https://www.kdg.be/en/education/apply#insurance>

INTERNSHIPS

Every year a number of students ask us to support them in finding an internship in Belgium.

Note that the KdG International Office only helps students from a limited number of partner institutions. In these cases, internships (SMP) are especially agreed on and mentioned in the bilateral agreement between institutions. Check with your home institution.

Other students can ask for information concerning legal and practical issues concerning their internship, but we will not find a placement for them.

For more information, please contact internships.heb@kdg.be

RESIDENCE PERMIT

Registration at the Migration Office is necessary for:

- students of non EU member states
- students who will study two semesters in Belgium (EU and non EU members)
- students who want to work in Belgium (EU and non EU members)
- students who want to open a bank account in Belgium (EU and non EU members)

The procedure is explained on our website:

<https://www.kdg.be/en/education/apply#belgian-immigration>



Online Application Procedure 'Mobility Online'

We use an online tool to register and follow up our student mobility. This tool is called Mobility Online.

APPLICATION DEADLINE

1st semester (Autumn semester): 15 May 2017
2nd semester (Spring semester): 15 November 2017

NOMINATION BY INTERNATIONAL COORDINATOR

The sending institution nominates the students through a nomination form (Excel). The international coordinator of the sending institution receives this file by email, together with this brochure. Afterwards, he/she fills out the nomination file and sends it back to KdG by mail: B4E@kdg.be. KdG will upload this nomination file in Mobility Online.

Afterwards, the student receives a nomination mail. This mail contains a manual on how to use Mobility Online and also the necessary information to log in to Mobility Online (login and password).

REGISTRATION INCOMING STUDENTS

In the workflow of Mobility Online, students have to complete different steps, starting with their registration. After registration they have to complete the application details and add several documents:

- passport photo
- letter of motivation

After approval of the application, students are invited to compose and sign their Learning Agreement.

Each step will be checked and approved (or rejected) by the International Office of KdG. The application is complete when the student enters the step : [AI] Exchange confirmed by KdG.

All these steps have to be completed well before arrival.

Technical helpdesk Mobility Online: international@kdg.be

For any other question on Business for Exchange, please contact us via: B4E@kdg.be

CHANGES TO THE LEARNING AGREEMENT

Once Business for Exchange has started, students are allowed to change the Learning Agreement before the communicated deadline (see academic calendar).

TRANSCRIPT OF RECORDS

We will upload the Transcript of Records and the Confirmation of Study Period in Mobility Online. Students can download it and hand it over to the coordinator of their home university.

Information on the Grading Conversion Table and the procedure of the second chance exams will be sent to the student by mail at the end of the study period.

The Learning Agreement

Please pay attention to the following important remarks concerning the composition of the Learning Agreement:

- For each semester, students have to take minimum 20 credits and maximum 30 credits.
- We accept maximum 5 regular courses/semester. Otherwise, the weekly schedule would become too tight.
- Read the prerequisites that are mentioned in each course description very carefully. Without this preliminary knowledge, students can't participate in the course.

We are still working on our timetable for the next academic year. This will be available from April. Please read the latest version of this course catalogue on our website:

<https://www.kdg.be/en/business-4-exchange>



Courses & timetables

The different courses cover the current domains in the 3rd (or 4th year) of the Bachelor of Business Management and Administration. We offer courses in the following fields of study. You are free to choose courses from different fields of study:

COM: Communication
FIN: Banking, Finance and Insurance
LAW: Legal issues
LOG: Logistics
MAR: Marketing
MGT: General Management and Management Skills

The lectures are held by:

- home lecturers (1/3)
- guest lecturers (2/3) from other universities in Europe or companies

The lectures are organized in 3 different intensities:

- **Regular:** 12 weeks of 2 hours/week or 6 weeks of 4 hours/week.
- **Semi-intensive:** 2 weeks of 12 hours/week.
- **Intensive:** 1 week of 24 hours/week.

Semi-intensive and intensive courses are always scheduled on:

- Monday afternoon 13.00-18.00
- Tuesday morning 9.00-13.00
- Wednesday afternoon 13.00-18.00
- Thursday afternoon 13.00-18.00
- Friday morning 9.00-14.00

Regular courses are scheduled at other times during the week.

All timetables are published mid-September for the whole academic year 2017-2018 and can be verified on: <https://mijnrooster.kdg.be/>

select: 'English'
select: 'Add timetable'
select: '2017/2018'
select: 'Programme of Study'
type: 'B4E'
select: 'add timetable'
OR: log in with your KdG email and password to consult your personal timetable

Course List

For the most updated version of the courses, and the actual content of the courses; please check our website: <https://www.kdg.be/en/business-4-exchange>

AUTUMN SEMESTER 2017

Course unit code	ECTS	Course unit title	Course intensity	Period
COM001	3	Dutch Foreign Language– level A1	Regular	Period 1+2 2h/w
COM002	3	English Upgrade B2	Regular	Period 1+2 2h/w
COM003	3	Introduction to Belgian & European culture and economy	Regular	Period 1+2 2h/w
COM004	3	Intercultural communication	Regular	Period 1+2
FIN001	3	Introduction to International Finance	Regular	Period 2 4h/w Evening
FIN002	3	Global Financial Management	Intensive	12,26.10 + 30.11 webinar + 21-24.11.17
FIN003	3	Banking Game	Intensive	Week 04.12.17
LAW001	3	Legal Environment of International Business	Intensive	Week 18.09.17
LAW002	3	International Trade (autumn)	Regular	Period 1+2 3h/w
LOG001	3	Operations Management	Regular	Period 2 4h/w
LOG001	3	Operations Management	Intensive	Week 27.11.17
LOG003	3	Import and Export Management	Regular	Period 1+2 2h/w
MAR001	3	Customer Relations Management	Intensive	Week 27.11.17
MAR002	3	International Market Entry Strategies	Intensive	Week 23.10.17
MAR003	3	Responsible Product Management	Intensive	Week 16.10.17
MAR004	3	Product and Brand Management (autumn)	Intensive	Week 13.11.17
MAR005	6	Sales Management (autumn)	Regular	Period 1+2 3h/w
MGT001	3	Managerial Psychology (autumn)	Regular	Period 2 4h/w
MGT002	3	Risk Management	Intensive	Week 09.10.17
MGT003	3	Knowledge Management	Intensive	Week 25.09.17
MGT004	3	Change Management	Intensive	Week 11.12.17
MGT007	3	Storytelling	Regular	Period 1+2 2h/w
MGT008	3	Generation Y	Intensive	Week 02.10.17
MGT005	3	Creativity Enhancement	Regular	Period 1 4h/w
MGT012	3	International Human Resources	Intensive	Week 18.12.17
MGT013	3	Corporate social responsibility	Regular	Period 1+2 2h/w

SPRING SEMESTER 2018

Course unit code	ECTS	Course unit title	Course intensity	Period
COM005	3	Introduction to Belgian and European culture and economy	Regular	Period 3+4 2h/w
COM006	3	English Upgrade B2	Regular	Period 3+4 2h/w
COM007	3	Dutch Foreign Language - level 1-A	Regular	Period 3 4h/w
COM008	3	Dutch Foreign Language - level 1-B	Regular	Period 4 4h/w
FIN004	3	International Tax and Finance Management	Intensive	Week 29.01.18
LAW003	3	International Trade (spring)	Regular	Period 3+4 3h/w
LOG004	3	European Trade and Transport Policy	Regular	Period 4 4h/w (evening)
MAR006	3	Business in Africa	Semi-intensive	22-23.02.18 07-09.03.18
MAR007	3	Google Search and Advertising	Semi-intensive	26.03, 30.03, 16.04, 20.04, 07.05, 08.05
MAR008	3	Product and Brand Management (spring)	Intensive	Week 05.02.18
MAR009	3	International Marketing with Cases	Intensive	Week 14.05.18
MAR010	6	Sales Management (spring)	Regular	Period 3 6h/w
MAR011	3	Corporate Reputation Management	Regular	Period 4 4h/w
MAR012	3	Consumer Behaviour	Semi-Intensive	19-21.02.18 05-06.03.18
MAR013	3	New Product Development	Intensive	Week 26.02.18
MAR014	3	Networking and Lobbying	Regular	Period 3+4 2h/w
MAR015	3	E-Business	Intensive	Week 23.04.18
MGT009	3	Innovative Opportunities	Intensive	Week 12.03.18
MGT010	3	Productive Thinking through Applied Creativity	Regular	Period 3 4h/w
MGT013	3	Managerial Psychology (spring)	Regular	Period 4 4h/w
LOG002	3	Maritime Transport and Ports	Regular	Period 3 4h/week
MGT006	3	Strategic Human Resources Management	Regular	Period 3+4 2h/w
MGT009	3	Managing Intercultural Relations	Regular	Period 3+4