

## APPLICATION PROCESS 2022-2023

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

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If you have any question regarding your outgoing exchange students, 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](mailto:exchange.in@ichec.be)

### 2. First step: nomination

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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

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Once you have send the nomination by email to Kristien Minet (Mrs) she will send directly to the nominated student an email (with you in cc) with the explication for the further steps in the application process and the necessary documents. The student will have to complete the **application file** before the deadline and to send back to Mrs. Kristien Minet by email.

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 the 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.

On the website of ICHEC all necessary documents are available (section International).

<https://www.ichec.be/en/inward-exchanges>

#### 4. Third step: admission

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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

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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.

In the framework of the Erasmus+ program the European Commission developed a platform that allows students and universities to handle Learning Agreements online. So far this platform is designed for the exchanges between Erasmus universities only. For students outside the Erasmus program we recommend to use the **ICHEC learning agreement** instead.

The LA should be sent to Mrs. Kristien Minet at the latest on September 1 (for the 1<sup>st</sup> semester) and on January 15 (for the 2<sup>nd</sup> semester). However, the student will have the possibility to change his/her study programme during the two first weeks of the semester.

The complete course list is available on the website

<https://www.ichec.be/en/inward-exchanges>

Here below is the list of courses available in English in 2022-2023.

6. Courses in English – 2022-2023

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**Fall Semester: September to December - Examination in January**

<b>Title</b>	<b>Level</b>	<b>ECTS credits</b>
<b>Advanced Finance</b> <a href="https://www.ichec.be/fr/unite-enseignement/9084">https://www.ichec.be/fr/unite-enseignement/9084</a>	MAS	5
<b>Consumer's Behaviour</b> <a href="https://www.ichec.be/fr/unite-enseignement/9126">https://www.ichec.be/fr/unite-enseignement/9126</a>	BAC	5
<b>Corporate Business Cycles: case studies</b> <a href="https://www.dropbox.com/s/m1jl2ssc80ouzw9/21LG040_Corporate_Business_Cycles_case_studies.pdf?dl=0">https://www.dropbox.com/s/m1jl2ssc80ouzw9/21LG040_Corporate_Business_Cycles_case_studies.pdf?dl=0</a>	MAS	3
<b>CRM and Data Marketing</b> <a href="https://www.ichec.be/fr/unite-enseignement/9170">https://www.ichec.be/fr/unite-enseignement/9170</a>	MAS	5
<b>CSR and Ethics</b> <a href="https://www.ichec.be/fr/unite-enseignement/7884">https://www.ichec.be/fr/unite-enseignement/7884</a>	MAS	5
<b>Digital Marketing</b> <a href="https://www.ichec.be/fr/unite-enseignement/9169">https://www.ichec.be/fr/unite-enseignement/9169</a>	MAS	5
<b>European Economics</b> <a href="https://www.ichec.be/fr/unite-enseignement/5268">https://www.ichec.be/fr/unite-enseignement/5268</a>	MAS	5
<b>European History and Institutions</b> <a href="https://www.ichec.be/fr/unite-enseignement/5270">https://www.ichec.be/fr/unite-enseignement/5270</a>	MAS	5
<b>European Management in a globalized world</b> <a href="https://www.ichec.be/fr/unite-enseignement/9159">https://www.ichec.be/fr/unite-enseignement/9159</a>	MAS	5
<b>Export-Import Strategy</b> <a href="https://www.ichec.be/fr/unite-enseignement/5589">https://www.ichec.be/fr/unite-enseignement/5589</a>	MAS	5

<b>Intercultural Topics</b> <a href="https://www.dropbox.com/s/vaxqpte2sth1h6a/31IT010_Intercultural_topics_Mogavero.pdf?dl=0">https://www.dropbox.com/s/vaxqpte2sth1h6a/31IT010_Intercultural_topics_Mogavero.pdf?dl=0</a>	BAC	5
<b>International commercial Law and Dispute Resolution</b> <a href="https://www.ichec.be/fr/unite-enseignement/6481">https://www.ichec.be/fr/unite-enseignement/6481</a>	MAS	5
<b>International Marketing</b> <a href="https://www.ichec.be/fr/unite-enseignement/5247">https://www.ichec.be/fr/unite-enseignement/5247</a>	MAS	5
<b>International Standards on Auditing (ISA)</b> <a href="https://www.ichec.be/fr/unite-enseignement/7889">https://www.ichec.be/fr/unite-enseignement/7889</a>	MAS	5
<b>Management Accounting Control</b> <a href="https://www.ichec.be/fr/unite-enseignement/7224">https://www.ichec.be/fr/unite-enseignement/7224</a>	MAS	5
<b>Micro and Macro Economics: Theories and Applications</b> <a href="https://www.ichec.be/fr/unite-enseignement/9270">https://www.ichec.be/fr/unite-enseignement/9270</a>	BAC	10
<b>Supply Chain Management</b> <a href="https://www.ichec.be/fr/unite-enseignement/7228">https://www.ichec.be/fr/unite-enseignement/7228</a>	MAS	5
<b>Topics in Economics and Environment</b> <a href="https://www.ichec.be/fr/unite-enseignement/9315">https://www.ichec.be/fr/unite-enseignement/9315</a>	MAS	5
Next to French language classes at beginner, intermediate and advanced level, all of our language classes (English, Spanish, Italian, Chinese at different levels) are open to exchange students.		5

**Spring semester: February to May – Examination in June**

<b>Title</b>	<b>Level</b>	<b>ECTS credits</b>
Consumer's Behaviour <a href="https://www.ichec.be/fr/unite-enseignement/9126">https://www.ichec.be/fr/unite-enseignement/9126</a>	BAC	5
Economics of Strategy <a href="https://www.ichec.be/fr/unite-enseignement/5589">https://www.ichec.be/fr/unite-enseignement/5589</a>	BAC	5
Export-Import Strategy HD <a href="https://www.ichec.be/fr/unite-enseignement/5590">https://www.ichec.be/fr/unite-enseignement/5590</a>	MAS	5
Financial Management <a href="https://www.ichec.be/fr/unite-enseignement/5281">https://www.ichec.be/fr/unite-enseignement/5281</a>	BAC	5
Human Resources Management <a href="https://www.ichec.be/fr/unite-enseignement/7223">https://www.ichec.be/fr/unite-enseignement/7223</a>	MAS	5
Intercultural Topics <a href="https://www.dropbox.com/s/yaxqpte2sth1h6a/31IT010_Intercultural_topics_Mogavero.pdf?dl=0">https://www.dropbox.com/s/yaxqpte2sth1h6a/31IT010_Intercultural_topics_Mogavero.pdf?dl=0</a>	BAC	5
Intercultural Marketing, Negotiation and Communication Ask via <a href="mailto:exchange.in@ichec.be">exchange.in@ichec.be</a>	MAS	5
International Finance and Fiscality <a href="https://www.ichec.be/fr/unite-enseignement/5637">https://www.ichec.be/fr/unite-enseignement/5637</a>	MAS	5
International Management and Negotiation <a href="https://www.ichec.be/fr/unite-enseignement/5635">https://www.ichec.be/fr/unite-enseignement/5635</a>	MAS	5
International Trade and Innovation <a href="https://www.ichec.be/fr/unite-enseignement/5640">https://www.ichec.be/fr/unite-enseignement/5640</a>	MAS	5
International Marketing HD <a href="https://www.ichec.be/fr/unite-enseignement/5496">https://www.ichec.be/fr/unite-enseignement/5496</a>	MAS	5

<b>Introduction to Financial Mathematics</b> <a href="https://www.ichec.be/fr/unite-enseignement/9272">https://www.ichec.be/fr/unite-enseignement/9272</a>	BAC	3
<b>Digital Strategy</b> <a href="https://www.ichec.be/fr/unite-enseignement/9355">https://www.ichec.be/fr/unite-enseignement/9355</a>	MAS	5
<b>Corporate Strategy</b> <a href="https://www.ichec.be/fr/unite-enseignement/5581">https://www.ichec.be/fr/unite-enseignement/5581</a>	MAS	5
<b>Strategy and innovation</b> <a href="https://www.ichec.be/fr/unite-enseignement/6466">https://www.ichec.be/fr/unite-enseignement/6466</a>	MAS	5
<b>Topics in Economics and Environment</b> <a href="https://www.ichec.be/fr/unite-enseignement/9315">https://www.ichec.be/fr/unite-enseignement/9315</a>	MAS	4
<b>Next to French language classes at beginner, intermediate and advanced level, some language classes are open to exchange students.</b>		5

7. Summary table of the deadlines

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

## 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.