1. General information

Name of the university	**ICHEC Brussels Management School**
Erasmus Code	B Bruxel86
Faculty / Department	ICHEC Brussels Management School is a business school offering Bachelor and Master programmes in "Business Engineering" and "Business & Management". We also have a one-year Master programme entirely taught in English; the "Master in International Business and Management".
Campus	Montgomery Campus: Boulevard Brand Whitlock, 2 1150 Brussels, Belgium *Campus only for the 1st year courses and the evening courses* Anjou Campus: Rue au Bois, 365A 1150 Brussels, Belgium *All the other courses are taught on this campus.*
Website	General website: www.ichec.be Specific website: https://moodle.ichec.be/
Social Media	Facebook Pages: www.facebook.com/ICHEC.Brussels.Management.School, and www.facebook.com/ICHEC.Student.Exchange Twitter: www.twitter.com/ichecbrussels LinkedIn: https://www.linkedin.com/school/ichec-brussels-management-school/ Instagram: https://www.instagram.com/ichec.brussels/?hl=fr

2. International Office

Mailing address	**ICHEC Brussels Management School** **International Office** **Rue au Bois, 365A** **1150 Brussels** **Belgium**
Skype	ICHEC.International.Office
ERASMUS+	EWP Learning Agreement signatory for incoming students Exchange.in@ichec.be EWP IIA signatory Sophie.peters@ichec.be
Contact information - Associate Dean International Affairs	(Mrs.) Sophie PÉTERS Tel.: +32 2 778 03 37 Email: sophie.peters@ichec.be
Contact information - Incoming Students	(Mrs.) Kristien MINET Tel.: +32 2 778 03 75 Email: exchange.in@ichec.be
Contact information - Outgoing Students	(Mrs.) Caroline LALOUX Tel.: +32 2 778 03 68 Email: caroline.laloux@ichec.be or exchange.out@ichec.be (Mrs.) Catherine BOUNAMEAUX Tel.: +32 2 778 03 68 Email: catherine.bounameaux@ichec.be or exchange.out@ichec.be

3. Academic information

Academic calendar	**Fall semester :** **Courses: September 14 – December 23, 2022** **Examinations: January 9 - 28, 2023** **Spring semester :** **Courses: February 6 – May 19, 2023** **Examinations: May 29 – June 17, 2023** **Retakes:** **Examinations: August 16 – September 2, 2023**
Orientation	☒Yes ☐No There is an orientation day taking place on the first day of the semester. Moreover, the ESN-ICHEC (student association) organizes a welcome week with many events taking place during the first week of each semester.
Intensive week of French	An optional intensive week of French (30 hours) is organized twice during the academic year. Once before the fall semester starts (Sept 6-10), and once before the start of the spring semester (Jan 31- Feb 4). The course costs 100 EUR for the whole week and is worth 3 ECTS credits.
Course catalogue (link of website)	https://www.ichec.be/en/inward-exchanges
Language of instruction	☒French ☒English Students have the possibility to take courses either in French, or in English, or in both languages.
Minimum language requirements	☐Yes ☒No However, we recommend a level B2 in English/French if the student intends to attend courses in English/French. No language proof (TOEFL, IELTS, etc.) is requested as it is only a recommendation.
Minimum GPA requirement	☐Yes ☒No
Application deadlines and process	Fall Semester (Q1) / Year June 1st Spring Semester (Q2) November 15th

4. Exchange Programme

Housing service	Assistance in finding an accommodation for all the students.
Estimated cost of living (per month)	Accommodation: 400-500 EUR Food: 300 EUR Teaching material: 20 EUR Transport: 52 EUR + other personal expenses
Buddy Programme	☒ Yes ☐ No
Activities	Activities are organized both by the ICHEC International Office, and by the student association "ESN-ICHEC".

5. Additional information

The ECTS transcripts of records will be sent to the students (by email) and to their home university (by email and regular mail), mentioning the courses followed, the corresponding ECTS credits, the local grades (20 points) and the ECTS grades.

Here below is our grading scale. It also appears on the students' ECTS transcripts of records.

ECTS Grade	Local grade / 20 points	best/ next	Description
A	17 and more	11%	Excellent performance with only minor errors.
B	15-16	24%	Above the average standard, but with some errors.
C	13-14	30%	Generally sound work, with a number of notable errors.
D	11-12	25%	Fair but with significant shortcomings.
E	10	10%	Performance meets the minimum criteria.
FX	7, 8, 9		Fail. Some more work required before the credits can be awarded.
F	$\leq$ 6/20		Fail. Considerable further work required.
ABS	-		Student absent.