



UC Leuven
Limburg
MOVING MINDS

Exchange Programme

Business Management - Office Management



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WELCOME TO UC LEUVEN-LIMBURG

FACULTY OF MANAGEMENT, CAMPUS PROXIMUS

The Faculty of Management, campus Proximus, offers a fall and a spring semester. Both semesters are aimed at **business students**. All courses in this programme will be taught in English. Please take into account that a **beginner's level of English** is **not sufficient** (preferably B2) to follow the courses and to take the exams.

WELCOME DAYS

Each semester starts with Welcome Days. These days are organised by the UC Leuven-Limburg for all the international students who attend courses at the different faculties of the UC Leuven-Limburg. During these days students get a lot of practical information they need for a successful study period in Leuven. Meanwhile the students also have the opportunity to look for accommodation. These days also create possibilities to socialize with international and local students. We **strongly advise** students to participate in these **Welcome Days**. More information on the Welcome Days is available [here](#).

COURSES

The Faculty of Management offers a wide range of courses (see preliminary overview of the courses on the next pages). The time schedule of the courses will be available at the beginning of the semester. Some courses might be scheduled at the same day/time. In that case, students can select another course at the beginning of the semester.

Most of the courses are build up in the form of interactive coached self-teaching. This means that the subject matter of these courses will not only be acquired by lectures but also by self-study supervised by the lecturer.

Students are advised **to take minimum 20 ECTS**.

SCHEDULE

	From	Till
Fall semester		
Welcome Days	13-09-21	17-09-21
Lectures and seminars	20-09-21	29-10-21
Fall break	01-11-21	05-11-21
Lectures and seminars	08-11-21	24-12-21
Christmas holidays	27-12-21	07-01-22
Study and examination period	10-01-22	04-02-22
Spring semester		
Welcome Days	07-02-22	11-02-22
Lectures and seminars	14-02-22	01-04-22
Easter holidays	04-04-22	18-04-22
Lectures and seminars	19-04-22	27-05-22
Study and examination period	30-05-22	08-07-22

APPLICATION PROCEDURE

Students from partner institutions need to be nominated by their International Office via **Mobility-Online**. As soon as they are nominated, they will have to complete their application in Mobility-Online.

OVERVIEW OF THE COURSES OF FALL SEMESTER

Code	Course unit	ECTS
Business Management		
MBO60D	Business Ethics (EPM3) ¹	3
MNB71X	Economics (BBM1)	4
MNB75X	Ethics (BBM3) ¹	4
MEX77A	Financial Management (BME2)	3
MNB72X	ICT (BBM1) ¹	3
MBP36A	ICT Excel (RP1) ¹	3
MBA26A	Management accounting (AF3)	3
MBO66D	Quality Management (B&L3)	3
MNB58B	Seminar 1 (BBM1)	3
MNB60B	Seminar 2 (BBM2)	3
MNB87X	Supply Chain Management (BBM2)	4
Marketing and Event Management		
MNB81X	Consumer Behaviour (BBM1)	4
MNB94X	CRM (BBM3)	4
MKM26A	Digital Marketing (KMO3) ¹	3
MBK15A	Digital Marketing (MK2) ¹	4
MNB80X	Introduction to Marketing (BBM1)	4
MNB83X	Marketing Communication Concepts (BBM1)	3
MEX80A	Market Research: Set Up (BME2)	3
MEX81A	Market Research: Processing (BME2)	3
MNB96X	Visual Storytelling (BBM1)	3
MNB19X	Brand Identity & Graphic Design (BBM2)	4
MNB95X	Sales Management & Strategy (BBM3)	4
MNB41X	Sales Skills (BBM2)	4
MEX78A	Strategic Marketing (BME2)	4

Code	Course unit	ECTS
Communication		
MNB77X	Copywriting (BBM2)	3
MNB82X	Soft skills (BBM1)	3
MNB34X	French: starters (BBM2) ²	5
MNB51X	Business French: basic (BBM3) ²	5
MNB38X	Business French: intermediate (BBM2) ²	5
MNB35X	German: starters (BBM2) ²	5
MNB52X	Business German: basic (BBM3) ²	5
MNB36X	Spanish: starters (BBM2) ²	5
MNB53X	Business Spanish: basic (BBM3) ²	5
MNB43X	Business English 1 and reporting techniques (BBM1) ³	4
Information Technology		
MBI81X	Object-Oriented Systems Analysis	5
MBI49A	Enterprise Content Management	6

¹ A combination of course MBO60D and course MNB75X is not possible.
 A combination of course MNB72X and course MBP36A is not possible.
 A combination of course MKM26A and course MBK15A is not possible.

² It is not possible to choose, within one language, several courses. Depending on your level of the specific language the lecturers will decide in the beginning of the semester in which course you will be enrolled.

³ This course will be taught on a level of IELTS 7.

OVERVIEW OF THE COURSES OF SPRING SEMESTER

Code	Course unit	ECTS
Business Management		
MNB89X	Business Management (BBM2)	3
MNB70X	Cross-Cultural Management (BBM1)	6
MEX09A	Database Management (EEE)	3
MNB17X	Financial Management (BBM1)	3
MBO38D	International Business (EPM2) ¹	3
MGD24A	Intercultural Communications (TIP)	3
MBA54A	Internal and external control & deontology (AF2)	4
MGD23A	Social & Ethical Issues in Information Technology (TIP)	3
MEX04A	Sustainability and Business (EEE)	3
MGD26A	UN Sustainable Development Goals (TIP)	3
Marketing and Event Management		
MNB61B	Concepts Data & Analytics (BBM2)	4
MNB62B	Dashboarding (BBM2)	4
MNB88X	Digital Marketing (BBM2)	4
MNB18X	Innovation Management (BBM1)	4
MNB85X	Marketing Communication Strategy (BBM1)	4
MNB53B	Marketing Data Analysis (BBM1)	3
MNB55B	Market Research: Processing (BBM2)	5
MNB84X	Product and Brand Management (BBM1)	3
MEX21A	Project Management: techniques and methods (EEE)	3
MBM56B	Project 2 & International Marketing Week (MK) ¹	4
MEX20A	Strategic Event and Risk Management (EEE)	4
MNB90X	Strategic Marketing (BBM2)	4

Code	Course unit	ECTS
Communication		
MNB44X	Business English 2 (BBM1) ²	3
MEX12A	Organisational Communication (EEE)	4
Law		
MEX17A	Comparative Law (EEE)	4
MEX70A	European Law (EEE)	3
MEX76A	International Law and International Law Week (RP) ¹	4
MNB74X	Law (BBM2)	4

¹ It is compulsory to take one of the following courses: MBO38D (International Business) or MBM56B (Project 2 & International Marketing Week) or MEX76A (International Law and International Law Week). A contribution of approximately €100 will be charged for MBO38D and MBM56B. For MEX76A a contribution of approximately €150 will be charged.

² This course will be taught on a level of IELTS 7.

NEW DURING SPRING SEMESTER

EUROPEAN UNIVERSITY - INTERNATIONAL INNOVATION LAB

Do you feel like a unique and innovative experience at UC Leuven-Limburg? The European University - International Innovation Lab might be a good choice for you!

WHAT IS EUROPEAN UNIVERSITY - INTERNATIONAL INNOVATION LAB?

The European University - International Innovation Lab is a programme worth 30 ECTS and consists of the following parts:

- **I living lab** (6 ECTS)
- **Bachelor@work Innovation Labs** (17 ECTS)
- **Bachelor@research** (7 ECTS)

You start the semester with the part **I living lab** (2 weeks). In an I Living Lab, international student teams are challenged to work on a real-life challenge together with external stakeholders. In doing so, you develop and hone your international competences as well as your future skills. The aim is to act as change agents transforming your neighbourhoods into smart and sustainable regions and contributing solutions to global challenges.

In this I Living Lab allows you to work on the following international competences: personal growth, intercultural competence, language skills, global engagement, international disciplinary learning, etc.

After that you continue with the part **Bachelor@work Innovation Labs**

During the whole Spring semester, in a team with 3 fellow students, you develop innovations for a company. You work in a small team for your company and in a big team (with the students working for other companies), which creates a unique team feeling and allows you making friends for life.

You act as a Marketing Innovation Consultant and you develop and implement innovative solutions for your company using the Design Thinking tools and methodology.

You will get the real feeling of working in a professional environment by applying your knowledge. You will be coached daily, without hindering your feeling of freedom.

In brief, in IIL you will get numerous chances to grow as a person, as well in terms of knowledge, as in terms of experience and professional skills.

In between, you also work on **Bachelor@research**, a thesis based on the project you developed in the **Bachelor@work Innovation Labs**

WHO ARE YOU?

- You are a team player
- You are hands-on
- You can take responsibility and you can work independently
- You like to develop yourself
- You like to have a lot of fun

WHO CAN APPLY

- You are at least a 3rd-year-student and have a business management background
- You join us for the whole second semester and are available every day from 9.00 am till 17.00 pm

HOW TO APPLY

- You need to be nominated by your university
- Send your CV and motivation letter to Karine.appeltans@ucll.be and she will invite you for an interview

Remark: applying does not mean that you are accepted

- Subscription deadline = 1 October 2021