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MESSAGE FROM THE DEAN

Dear Students,

On behalf of the faculty and administration, I would like to welcome you to Vesalius College. By attending Vesalius College you have chosen to join a diverse and motivated community of students, academics and administrators.

Undergraduate education is an important time in your life, one that lays the foundation for future success in post-graduate schooling and your professional career and for fulfilment in your personal life. It is our mission at Vesalius College to help you realise your potential and ambitions.

The academic programme at Vesalius is designed to challenge you intellectually and personally and requires dedication and self-discipline. While it is challenging, it is also rewarding, helping you to acquire the skills, knowledge and attitudes that will enable you to adapt and flourish in an increasingly multicultural and ever-changing world.

Vesalius faculty and administration are committed to providing you with the tools, resources and support you need to succeed. From the first year until graduation, you will benefit from close relationships with faculty and the academic resources of the Vrije Universiteit Brussel and the Université Libre de Bruxelles.

While the academic programme will be challenging, the College also recognises the importance of a balanced and healthy lifestyle, so we encourage you to live a full life away from books and classes. Brussels, “the Capital of Europe”, offers a tremendous variety of cultural and social activities. You will quickly discover the city to be vibrant and cosmopolitan with a friendly charm and something for every taste.

In addition, Brussels has much to offer as you prepare for graduate school or to begin a career. Home to the world’s largest press corps, the European Union, NATO and hundreds of non-governmental organisations and multinational corporations, the city offers you many opportunities for internships as well as less formal encounters with government officials, politicians and business people and we encourage you to take full advantage of them.

A word of welcome also to a completely new group of students: the graduate students in our Master of European Union Policy. We hope that the combination of high-level courses, a focus on research methods, high-profile lecture series, a challenging internship and a master thesis research project will prepare you for a career in or around the institutions of the European Union.

We look forward to getting to know you and helping you to reach for your potential. Again, on behalf of the faculty and administration, welcome to the Vesalius community.

Bert Mosselmans
Dean
Vesalius College
INTRODUCTION

Vesalius College

Vesalius College was established in 1988 by the Vrije Universiteit Brussel (VUB) to provide a new form of university education in Belgium. Its founders were inspired by the hundreds of small institutions in the United States that place relatively more emphasis on teaching than on research. These liberal arts colleges, like Vesalius, select their students, and then develop their skills and understanding through close contact with professors. Classes are small, with only 25-35 students, so that instead of just taking notes on what the professor says, students can participate more actively in their education. They can ask questions and learn to be critical of what they are told. They write papers and make oral presentations, allowing them to develop skills that will serve them well in their working lives. Professors assess the students’ work not just on one examination at the end of the course, but continuously on the basis of shorter examinations during the course and of written and oral work. Vesalius College has followed this model of education for twenty-five years, producing graduates who have been admitted to competitive graduate programmes in Belgium, the U.K., the U.S.A. and other countries and who have been hired by leading international companies.

The College offers three-year academic degree programmes in business, communications and international affairs, all of which lead to a Bachelor’s degree, and a programme in European Union Policy leading to a Master degree. These programmes have been favourably evaluated by the Dutch-Flemish Accreditation Organization (NVAO) and are recognised by the Flemish government, and, on the principle of mutual recognition, by other European governments that participate in the Bologna process for the reform of university education.

Although Vesalius College is now legally independent of the VUB, the two institutions maintain very close relations. Several Vesalius courses are taught by VUB professors and some Vesalius professors teach in the VUB. Vesalius, though its student numbers are not large, has the great advantage of being able to draw on the academic facilities and student services of a large research university. The College also maintains close ties to other neighbouring institutions such as the Université Libre de Bruxelles (ULB), Boston University and the University of Kent, and has collaborations with the Royal Music Conservatory, the Royal Military Academy, and RITS, a school for audio-visual and performing arts.

Instruction at Vesalius College is entirely in English (with the exception of language courses). Most of its students are native English speakers or have done their secondary education in English, but some students from other backgrounds have accepted the challenge of learning in English. They benefit from hearing English all the time. Roughly half of the courses are taught by native English speakers, and the rest of its international faculty is at ease with the language. For all students, native speakers or not, the College makes a concerted effort to improve their skills in written and oral expression.

As befits an institution in Brussels, the capital of Belgium and Europe and a centre for international business, both the faculty and the students at Vesalius College come from a wide variety of nationalities. Class discussions are enriched by this cultural diversity, as is student life more generally. As an English language institution
Introduction

partnered with a Dutch-language university in a mostly French-speaking city, the College provides a unique opportunity to acquire an intercultural perspective.

Brussels is also an exciting place to study. The presence of the European Commission and NATO, as well as the headquarters of thousands of international organisations and seven hundred multinational corporations, is an invaluable resource for professors and students. They can observe close-up the changes taking place in Europe by class visits to these institutions, by hearing from guest speakers in classes, and by doing an internship in one of these organisations. The College offers a wide variety of courses that focus on the European Union and other aspects of contemporary Europe, as well as its new Master of European Union Policy.

Andreas Vesalius

Andreas Vesalius was one of the premier freethinkers of the Renaissance and as such, makes clear the intellectual link between the College and its partner institution, the Vrije Universiteit Brussel. Both the College and the University adhere to the principle of liberal inquiry, unfettered by prejudice deriving from religion, race, gender or political ideology. Born in Brussels around 1515, Vesalius was a pioneer of modern medicine, as evidenced by his crowning achievement, the first treatise of scientific anatomy, *De humani corporis fabrica libri septem*, published in 1543 and meticulously illustrated with 323 woodcuts. Yet throughout his career he had struggled against the received wisdom of classical physicians such as Galen and against the reluctance of universities and the Church to permit the dissection of human bodies. Only the boldest scientists risked attempting such research and Vesalius was the foremost among contemporary physicians to do so.

The Catalogue

This catalogue is the basic document for students enrolled at Vesalius College. They will refer to it all the time, so it should be kept handy. It is also a detailed introduction to the College for persons interested in applying for admission (see, in particular, the admissions section).

Above all, the catalogue lays out the College’s academic requirements, specifying exactly what students need to do to earn the Bachelor’s or Master’s degree. *But please note that students are bound by the requirements in the catalogue for the year in which they start their degree programme (unless they shift entirely to the requirements in a subsequent catalogue)*.

Each semester students need to choose the courses that they will take. The course descriptions in the catalogue give short statements of what courses are about, though students are welcome to contact professors to learn more about the contents and organisation of individual courses. The list of courses offered in any semester and the hours at which they will be taught are made available to students during the preceding semester. The rules and regulations for signing up for courses at registration and for making subsequent changes in course selection are given in the catalogue. The catalogue also lays out rules concerning course work and assessment.
Introduction

Students will also find a guide to certain academic opportunities. Internships in business, government or non-profit institutions are an opportunity to see the practical application of concepts encountered in courses and to obtain professional experience. Studying for a semester in another country exposes students to other ideas and other ways of doing things.

The catalogue also describes a variety of student services and gives key contacts within the faculty and administration.
ADMISSIONS

Vesalius College seeks students who are able to meet the challenges of our academic programme and are willing to participate fully in the intellectual and social life of the College in a spirit of openness and tolerance. Admission to the College is selective. We endeavour to accept only students whose records indicate that they possess the qualities needed to achieve academic success in the degree programme of their choice.

Admission to the Bachelor’s programmes

Applicants for admission to the BA programme must have graduated from a secondary school prior to beginning their studies at Vesalius College. Admission decisions take into account the candidate’s secondary school performance, examination results and English language competence, as well as demonstrated personal qualities and character.

To apply, candidates must submit:

• A completed application form. This form should be completed online on the College website or downloaded as PDF.
• Official academic credentials and transcripts (showing courses and grades) from all secondary schools and universities attended, including public examination results and official results of any national or regional examination (usually taken in the candidate’s country of residence).
• Two letters of recommendation (from persons familiar with the candidate’s academic work: for example, teachers, professors, guidance counsellors, or school directors).
• Proof of identity in the form of a photocopy of either a passport or of a national identity card.
• Results of an English proficiency examination, required for students who have studied for less than three years in a secondary school or two years in a university with English as the language of instruction. The College accepts official scores from the following tests: the TOEFL (Test of English as Foreign Language) and the Academic Module of the IELTS (International English Language Testing System). See the “Standardised Tests” section for details.
• Official scores of the SAT test or the ACT test may be required. Candidates should contact the Admissions Office to determine whether they must take one of these examinations or not.
• A non-refundable application fee of €50.00

Transfer Admission

Students may be considered for transfer to Vesalius College if they have completed at least one semester and are in good academic standing at an accredited college or university and have not been dismissed from that institution. Transfer applicants must submit the same documents as those applying for general admission. Transfer applicants with at least one full-time semester of college credit and a minimum grade point average of 2.0 will be exempted from submitting SAT or ACT scores.
Admissions

Vesalius College may award transfer credits for courses taken at the university level in other accredited institutions. The minimum requirements for grades depend upon the school where the credit was earned and the student’s intended major within Vesalius College. All transfer credits will be awarded at the discretion of the Admissions Committee. Once the transfer credits have been assessed, the file cannot be re-opened. In order to evaluate transfer credits, transfer students must submit the following in addition to the regular application:

- Official transcript(s) sent directly from the institution(s) where the courses were taken.
- Detailed descriptions of the courses taken, including the number of hours per course and copies of course descriptions from the college’s catalogue.
- Detailed syllabi (A syllabus is a short document, to be distributed at the first class meeting, containing the following information: the aims and content of the course, the textbook(s) and other reading materials, the progress of the course week per week, the way in which it will be assessed, the dates at which written work is due and when the mid-term and final examinations will be held, and contact information and office hours for the instructor).

Admission to the Master’s programme

Applicants must have obtained a Bachelor degree in the Humanities or Social Sciences, complemented with the following prerequisites: 1) a course in Methodology of the Social Sciences (or its equivalent, i.e. ‘key research skills’) or a course in Statistics (minimum 6 ECTS); 2) a Humanities/Social Science courses on the European Union and European Integration (minimum 6 ECTS); and 3) an introductory course(s) in Economics (minimum 6 ECTS).

An English proficiency exam is required for students who have not completed their Bachelor’s programme with English as the language of instruction. The College accepts official scores from the following tests: the TOEFL (Test of English as Foreign Language) and the Academic Module of the IELTS (International English Language Testing System).

Admission decisions will take into account the candidate’s Bachelor programme performance and English language competence, as well as motivation and references.

To apply, candidates must submit:

- A completed application form. This form should be completed online on the College website or downloaded as PDF.
- Official academic credentials and transcripts (showing courses and grades) from all universities attended, including public examination results and official results of any national or regional examination (usually taken in the candidate’s country of residence).
- One letter of motivation written by the applicant.
- One academic letter of reference. Usual references include teachers or professors. The letter should be sent to Vesalius College in an envelope of the issuing institution that is stamped/signed across the back flap. References submitted by email are accepted only if submitted from an official institution or university email account. The referee can send a scanned recommendation written on letterhead paper and email the reference directly to vesalius@vub.ac.be.
• Proof of identity in the form of a photocopy of either a passport or a national identity card.
• Results of an English proficiency examination may be required (see “Standardised Tests” section for details).
• A non-refundable application fee of €50.00.

Applications Review Process

Vesalius College processes applications on a rolling basis. Admissions decisions are usually made within three weeks after receipt of the complete application. International students should also apply well in advance (three to six months) as obtaining a student visa can take up to six months in some countries. Once accepted to Vesalius College, international applicants should contact the Belgian embassy or consulate in their country immediately to get a complete list of requirements specific for that country.

For the Bachelor’s degree programme: Students in secondary school are encouraged to apply during their final year. Transfer students should apply well in advance (three months minimum) of the semester of choice and should submit all the documents required to process their application.

Applicants are asked to submit all available academic records at the time they submit their application for admission. Applicants must ensure that their names are recorded clearly on all documents. The family name or surname given on the application form must then be used in all correspondence with the College and on all documents relating to the College.

Note: None of the application materials submitted to Vesalius College will be returned to the applicant. Candidates are advised to make copies for their own records prior to submission.

Official Credentials

Credentials should be sent directly from the authorising organization or institution. Transcripts must be certified by the Registrar or Head Teacher of the educational institution issuing the documents. Transcripts must be sent in an official envelope of the institution that is sealed and then signed across the back flap by the sending official. Photocopies of original documents are not accepted as official transcripts.

Translation of Credentials

Vesalius College accepts credentials in English, Dutch, French, and German. For all other languages, official translations by a certified translator (whose signature is authenticated) are required and are accepted only when accompanied by the document in its original language.

Standardised Tests

*English proficiency:* The College accepts official scores from the following tests: the TOEFL (Test of English as Foreign Language) and the Academic Module of the IELTS (International English Language Testing System).
TOEFL: Applicants should register with the TOEFL testing agency. Please visit the website www.toefl.org for more information on test dates, prep, test centres, registration deadlines, fees, payment. Email: toefl@ets.org. Applicants must ask the testing agency to send score reports directly to Vesalius, using the College code 3574.

- IELTS (Academic Module): Applicants should register with the British Council. Further information (test dates, registration deadlines, fees, payment) can be found at www.britishcouncil.org.

For applicants who must take either the SAT or ACT exam here are the addresses and instructions for sending scores:

- SAT: Applicants should register with the testing agency. Visit the College Board SAT programme website www.sat.collegeboard.org to register online and for more information (e.g. US and international test dates, registration deadlines, fees, payment). The SAT representative in Europe is ETS Europe/SAT Services, in Paris, France; email contact-sat@etsglobal.org. All others must contact the local agency or the College Board, SAT Programme, in Princeton, NJ, USA; email tas@ets.org. Applicants must ask the testing agency to send score reports directly to Vesalius, using the College code: 3574.

- ACT: Applicants may register with the testing agency. For more information (test dates, registration deadlines, fees, payment), please visit the websites www.act.org and www.actstudent.org. Applicants must ask the testing agency to send score reports directly to Vesalius, using the College code: 5243.

Visiting/Study Abroad Student Admission

Students who wish to spend one or two semesters at Vesalius College before returning to their home universities are welcome to enrol as study abroad students. The standard admissions procedures apply. Students applying from universities and colleges with which Vesalius College has formal agreements should contact the Vesalius College Study Abroad Director as requirements vary across programmes.

Visa Information

Students who are not EU citizens must obtain a student visa in order to live in the country and attend the College. The time it takes to obtain a student visa may vary from one to several months depending on a variety of factors including the student’s age and country of origin. Vesalius recommends students apply for their student visas as soon as they are accepted into the programme. Vesalius will confirm students’ acceptance via the issuance of an official acceptance letter, which is a necessary document for all student visa applications. It should be noted that student visas for studies in Belgium are only issued to applicants demonstrating proof that they are accepted as full-time students at a Belgian institution.

It is strongly recommended that students contact the Belgian consulate or embassy in their home country to get a complete list of requirements specific for that country.
Orientation for Bachelor’s programmes

An orientation programme for new degree-seeking students and study abroad students alike is organised each semester from the Wednesday through the Saturday of the week before classes begin. This programme is mandatory for all new students. During this week, staff and current students introduce newcomers to the workings of the College, both academic and social, and to life in Brussels. There are also several social events at which new students can learn to know each other and can meet current students as well as faculty and staff.

The first day of orientation is designed to familiarise new students with the organization and the philosophy of the College, as well as to give them practical information on academic policies, course registration and internship and study abroad opportunities and to introduce students to the Vesalius Student Government.

During orientation, students will receive campus tours and will activate their student computer accounts. Study abroad students and continuing Vesalius College students who have applied for internship positions will interview for these positions on the Thursday of orientation.

The Friday of orientation is reserved for course registration. On this day, faculty advisers are scheduled to meet with each student in order to provide advice on course selection. Students will then register officially for the courses they will take during the semester.

A tour of Brussels is organised for new students on the Saturday of orientation. This tour serves to familiarise new students with their new surroundings, as well as to give practical, cultural and historical information on the beautiful city of Brussels.

For the summer term, an abbreviated orientation session is offered to students. This session consists of a brief introduction to the College, a tour of campus and activation of each student’s computer account.

Orientation for the Master’s programme

Orientation takes place on the first day of the Fall semester. Orientation is mandatory for all new students. During orientation, staff and faculty introduce newcomers to the workings of the College, both academic and social, and to life in Brussels. There will also be social events at which new students can learn to know each other and can meet current students as well as faculty and staff.
FINANCIAL INFORMATION

Tuition and Fees for Students in the Bachelor’s Programme

Full-time Bachelor’s degree students: tuition and appropriate fees, as shown below, are payable in full, every semester by the due date indicated in the concerning invoice(s).

Continuing students (not new students) who wish to take more than a full course load (33 ECTS credits) must petition the Academic Standards Committee in advance and will be charged extra tuition of €1,120.00 per course.

<table>
<thead>
<tr>
<th>Tuition per semester</th>
<th>€ 5,600.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other potential fees</td>
<td></td>
</tr>
<tr>
<td>Late registration</td>
<td>€ 100.00</td>
</tr>
<tr>
<td>ART 361E field trip fee</td>
<td>€ 795.00</td>
</tr>
</tbody>
</table>

The College reserves the right to adjust the tuition and fees for the academic year 2013/4 if there is a significant rise in inflation.

Tuition for Part-time Students

Part-time students (following courses for less than 22.5 ECTS credits) and pay €1,400.00 per course.

Other Fees

Application Fee: When students submit their application, they must include a non-refundable fee of 50.00 Euro (€). This fee is also applicable to Study Abroad students.

Deferred Payment Plan

The deferred payment plan allows students to pay the tuition for each semester in two instalments, rather than in a lump sum. The total amount is €5,650.00 (an administrative fee of €25.00 for each payment is included). The first payment, due at the beginning of the semester, is €3,390.00; the second payment, due later in the semester, is €2,260.00. Students who intend to pay this way should tick the appropriate box on their registration form.

Deadlines for Payment of Tuition and Fees

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013</th>
<th>Spring 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New students</td>
<td>2 Sept 2013</td>
<td>New students</td>
</tr>
<tr>
<td>Continuing students</td>
<td>1 Aug 2013</td>
<td>Continuing students</td>
</tr>
<tr>
<td>Deferred Payment Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First payment + applicable fees</td>
<td>2 Sept 2013</td>
<td>New students</td>
</tr>
<tr>
<td>Continuing students</td>
<td>1 Aug 2013</td>
<td>Continuing students</td>
</tr>
</tbody>
</table>
Tuition and Fees for Students in the Master’s Programme

Full-time Master’s degree students: tuition and appropriate fees for a full academic year, as shown below, are payable in 3 instalments:

- Tuition regular students: €12,800
- Tuition study abroad students: €11,800
- Tuition Vesalius College Bachelor’s degree: €10,800

First instalment: €2,000 payable upon acceptance
Second instalment: half of the remaining tuition by September 2nd 2013
Third instalment: half of the remaining tuition by December 2nd 2013

Students who wish to take more than five courses must petition the Academic Standards Committee in advance and will be charged extra tuition of €1,120.00 per course.

Other Fees

Application Fee: When students submit their application, they must include a non-refundable fee of 50.00 Euro (€).

Withdrawal

Notification must be received by the Head of Academic Administration in writing and only at that time is a student considered to have withdrawn. A credit note for part of the total tuition amount corresponding to the student’s registration depends on the date at which the student officially withdraws, according to the following schedule:

- before the first day of classes: 90%
- during the first week of classes: 80%
- during the second week of classes: 40%
- after the second week of classes: no refund

In case tuition and fees have already been paid in full, the corresponding amount will be refunded to the student. Should only a partial payment have been received the difference between the received amount and the penalty amount will be reimbursed. If no payment has been received the student remains fully liable for the difference.
Information for All Students

Methods of Payment

Payment should be made in Euros (€) by bank transfer or by credit card. Invoice(s) will be sent out to each student, or if so indicated to any other person mentioned on the registration.

By Bank Transfer: monies should be transferred to the Vesalius College vzw account at:

Belfius Bank  
Account number: 068-2410268-39  
IBAN number: BE 13 0682 4102 6839  
Swift/BIC code: GKCC BE BB

For international transfers, the main office of the bank is Belfius Bank, Pachecolaan 44, B-1000 Brussels, Belgium.

When transferring monies, please include the student’s full name and specify the type of fee or invoice number (for example Application Fee, Tuition and the applicable semester).

Transferring money from abroad sometimes takes two or three weeks. It is important to retain proof of payment. To avoid problems, allow time for the payment to arrive before registration; at registration no bank orders will be accepted. Students are liable for all bank charges, including exchange costs. In cases where Vesalius College pays these costs on behalf of the student, the student will be billed for the difference before the end of the semester.

By Credit Card: Vesalius College accepts Mastercard and Visa. Should the credit card not be in the student’s name, a written and signed permission from the cardholder must accompany the payment.

Financial Audit

A student who does not pay the stipulated amount (full or deferred payment) by the due date mentioned on the invoice will be placed on financial audit after two reminders have been sent to her/him by e-mail. Such a student cannot:

- Attend classes and examinations
- Obtain an official transcript, notification of grades or any other documents a regularly enrolled student may request
- Receive a student ID card or yearbook
- Register for a subsequent semester
- Attend a semester abroad at an institution with which Vesalius College has an agreement
- Graduate, be proclaimed or march in the Graduation Ceremony
- Receive a diploma

Any disputes arising in case of non payment will be governed by Belgian law and any legal suit will be brought before the courts of Brussels.
Estimated Costs other than Tuition and Fees

In addition to the tuition and fees that must be paid each semester, students should also budget for living costs. The following table shows a very rough estimate for some of these costs and may be of help in budgeting for the semester.

<table>
<thead>
<tr>
<th>Estimated Costs other than Tuition and Fees</th>
<th>Euro (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Materials</td>
<td>650-800</td>
</tr>
<tr>
<td>Accommodation</td>
<td>2,100 – 3,300</td>
</tr>
<tr>
<td>Food (minimum)</td>
<td>1,300 – 1,500</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>100</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>150</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>120</td>
</tr>
</tbody>
</table>

Discount

Vesalius College offers a tuition discount if two or more siblings are enrolled at the College simultaneously. A discount is also offered to siblings of alumni.

Grants and Loans

Certain countries offer grants and loans for study at Vesalius College. Applicants are encouraged to check with their home country education authority concerning eligibility for financial assistance.

Vesalius Academic Excellence Scholarship Fund

Vesalius College will award Academic Excellence Scholarships to students who have outstanding academic records in secondary school and whose extra-curricular achievements show evidence of leadership in today’s global society. Other factors include letters of recommendation from their secondary school and (in certain cases) standardised test scores.

The College’s merit-based financial assistance can provide up to a 50% reduction in tuition per semester. These scholarships will be renewed if the student maintains superior academic performance during each semester of their 3-year Bachelor programme. The scholarship will be directly applied to the student’s tuition fees.

Eligibility

- Prospective students must possess outstanding academic records and personal integrity, as demonstrated by grades, extra-curricular activities, standardised test scores (such as TOEFL, SATs) and letters of recommendation.
- Prospective students must have been accepted into a Vesalius College Bachelor Programme as a full-time, first-year/freshman student.
- Transfer students are not eligible for the Vesalius Academic Excellence Scholarship.
- The Academic Excellence scholarship can only be awarded to students who enrol in the fall semester.
Financial Information

- There is a minimum Grade Point Average (GPA) required to obtain a scholarship. Vesalius College will also take motivation and extra-curricular activities into consideration. Evidently, better scores and grades, combined with strong motivation and participation in extra-curricular activities will improve one’s chances of acquiring a scholarship.
- Citizenship & residency: there are no limitations with regards to citizenship & residency. All applicants will be treated fairly and equally.

Minimum Requirements

<table>
<thead>
<tr>
<th>High School Diploma</th>
<th>GPA/scores</th>
<th>SAT</th>
<th>TOEFL/IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB Diploma</td>
<td>37 Points</td>
<td>Math: 630, Critical reading: 630, Writing: 630</td>
<td></td>
</tr>
<tr>
<td>American High school Diploma</td>
<td>3.8 GPA</td>
<td>Math: 630, Critical reading: 630, Writing: 630</td>
<td>Toefl: 100 or IELTS: 7</td>
</tr>
<tr>
<td>Belgian High School Diploma</td>
<td>80 %</td>
<td>Toefl: 100 or IELTS: 7</td>
<td></td>
</tr>
<tr>
<td>German Abitur</td>
<td>1.8</td>
<td>Toefl: 100 or IELTS: 7</td>
<td></td>
</tr>
<tr>
<td>French Baccalaureate</td>
<td>16</td>
<td>Toefl: 100 or IELTS: 7</td>
<td></td>
</tr>
<tr>
<td>British A-levels</td>
<td>AAB</td>
<td>Toefl: 100 or IELTS: 7</td>
<td></td>
</tr>
<tr>
<td>European Baccalaureate</td>
<td>80 %</td>
<td>Toefl: 100 or IELTS: 7</td>
<td></td>
</tr>
</tbody>
</table>

For minimum eligibility requirements applicable to other types of secondary school diplomas, please contact the Admissions Office. If your specific secondary school diploma is not listed in the table above, it does not mean that your chances of receiving a scholarship are limited. In other words: regardless of where you obtain your secondary education around the globe, if you fulfill the requirements above and have outstanding academic results, you have the possibility of obtaining a scholarship from Vesalius College.

Application Procedure

- The Vesalius College Undergraduate Application also serves as the scholarship application. Students accepted into the Bachelor programme at Vesalius College automatically apply for the Academic Excellence Scholarship. They do not have to submit a separate application form for the scholarship.
- A minimum GPA is required. For more information on minimum GPA, please refer to the ‘Minimum Requirements’ section of this document.
- Academic Excellence Scholarships are administered via the Admissions Office.
- The Scholarships may be renewed for all three years of the undergraduate program. For renewal, a minimum GPA must be maintained.
Deadlines
If Students wish to be considered for the Academic Excellence Scholarship, the admissions office must receive their College Application no later than 15 April. Students who apply after 15 April can still be considered for a scholarship but could be placed on a waiting list.

Maintaining Eligibility
Scholarship recipients must maintain a minimum GPA of 3.4/4.0 per semester to continue receiving their scholarship.

Terms of Award
Scholarships may be granted for a minimum of one semester and a maximum of 6 semesters. Scholarships will not be granted for any courses during the Summer Programme.

Contact
For more information, please contact the Admissions Office, Ms. Vanessa Goffard, vgoffard@vub.ac.be, [T] +32 2 614 8177.
ACADEMIC REQUIREMENTS

Please note that these requirements apply to students entering Vesalius College during the academic year 2013/14. Students who entered in previous years are bound by the requirements in the catalogue for their year of entry unless specific changes have been implemented that apply to the requirements of that entry year or they shift over entirely to the requirements of a subsequent catalogue.

General Requirements for the Bachelor’s and Master’s Degrees

Bachelor’s Degree

In order to graduate, students must have:

- Earned 180 ECTS credits or more, at least 90 of which must be taken at Vesalius College. Unless granted special permission, students should be registered at Vesalius College in the semester preceding graduation
- Achieved a grade point average of at least 2.0 for all of the courses taken at the College (cumulative GPA requirement)
- Achieved a grade point average of at least 2.0 for all of the courses taken in the student’s chosen major field (major GPA requirement)
- Met all requirements of the core curriculum as described either in the catalogue for their year of admission to the College
- Met all requirements of the chosen major field as described in the catalogue of their year of admission to the College. At least half of the 120 ECTS in major requirements and electives must be completed at Vesalius College

Meeting the degree requirements is the student’s responsibility.

Master’s Degree

In order to graduate, students must have:

- Earned 60 ECTS and have passed all the courses in the programme
- Achieved a cumulative GPA of at least 2.0 for all of the courses of the programme
- Achieved a grade of at least an “C” for the Master’s thesis

Honours and Diplomas

Students who graduate with no disciplinary sanction on record are awarded their degree with honours as follows:

- Summa Cum Laude (cumulative GPA of at least 3.8)
- Magna Cum Laude (cumulative GPA of at least 3.6)
- Cum Laude (cumulative GPA of at least 3.4)

The graduation diploma is a numbered official document issued by Vesalius College. Legally it can only be issued ONCE-no replacement document is possible. It is signed by the Chairperson of the Board of Vesalius College, the Dean and the Chairperson of the Academic Standards Committee. Each diploma records the student’s name, the degree earned and the date of graduation. It is only possible to issue diplomas for the
Bachelor's programme twice a year (at the end of May and the end of December) and for the Master's programme once a year (at the end of the second semester). A graduate's diploma will be available for collection IN PERSON.

**ECTS Credit System**

The European Credit Transfer System was created in the 1990s to facilitate movement among institutions of higher education in Europe. ECTS credits are calibrated to the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, private study and examinations or other assessment activities. In ECTS 60 credits represent one year of study. ECTS credits are allocated to courses and are awarded to students who successfully complete those courses by passing the examinations or other assessments. At Vesalius College’s BA programme a year’s work involves ten courses, each of which counts for 6 ECTS credits.

**The GPA**

The grade point average (GPA) is a summary measure of a student’s academic performance. Calculating the GPA is straightforward. Letter grades are first translated into numerical equivalents according to the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The numerical equivalents are multiplied by the number of credits for each course and this total is divided by the total number of credits. To take an example, suppose that a student’s grades for a semester were A- (course 7.5 credits), C+ (course for 6 credits), B- (course for 7.5 credits), and C (course for 7.5 credits). The semester grade point average would be calculated as \((3.7 \times 7.5) + (2.3 \times 6) + (2.7 \times 7.5) + (2.0 \times 7.5) / \text{total credits of the courses}) = 76.8 / 28.5 = 2.69. There are several different grade point averages:

- **Semester GPA** based on the grades for one semester
- **Cumulative GPA** based on the grades for all courses taken to date
- **Major GPA** based on the grades only for courses in the major field

(The same rules for calculating the GPA apply to the Master’s programme, but it only has a Cumulative GPA)
Academic Requirements

Academic Core Requirements for the Bachelor’s Degree

The Academic Core develops skills and attitudes essential to the College’s distinctive programme of undergraduate education. Students must take 4 courses counting for a total of 60 ECTS units:

- Three courses in academic writing, research and presentation skills, and critical thinking (HUM 111P, HUM 112P, HUM 201P)
- One course in statistics (STA 101P)

The courses in academic writing and critical thinking teach skills that are crucial for later work in the student's major field. Inter-disciplinary readings, research and discussion broaden and enhance the student's experience and understanding outside the chosen field of study. Students may not take courses at the 300-level until they have successfully completed all requirements for HUM 201P.

The course in statistics teaches important skills in the interpretation of quantitative information. The emphasis of the course is on analytical reasoning and empirical inquiry.

Major Requirements for the Bachelor’s Degree

In addition to the core curriculum, students study one field of knowledge in depth. This is their major, in which they will take 20 courses for a total of 120 ECTS credits. The majors available at the College are business, communications and international affairs. All three majors are designed to prepare students for continued study at the Master’s level.

Each major has a number of courses that are required of all students in the major. These major requirements provide the basic knowledge and skills needed to do further work in the subject. They may also involve work in supporting disciplines.

Each major also offers the student room for choice. Major electives can be used to sample a variety of topics and to develop areas of personal and eventual professional interest. Students also have the possibility to choose a Minor. The programmes of all the majors include a number of minors, programmes that offer a number of courses specialising in a particular field of the same or a related discipline. To successfully complete a minor, students are required to pass at least four courses within their chosen minor. Students have the possibility to choose a minor from all the three majors, regardless of their own major. Students are not required to do a minor, but those choosing to do so should declare their minor by the end of the first semester of the second year (SY2) at the latest.

The basic schema for each major may be subject to further specification and/or minor modifications as the new programmes and courses are implemented.
**Business**

Students majoring in Business at Vesalius College learn how businesses are organised and managed, how they generate value and how they operate in the larger economic, social, legal and political context. In addition, the programme nurtures essential skills including working in teams, collecting and analysing quantitative information, writing and speaking effectively, as well as using information technology confidently. The Business major is organised so that students are first given a fundamental background in the core elements of business including: economics, accounting and finance, operations and marketing. They may also select an area of concentration such as Economics, International Management, Technology Management, Management Science, Marketing or European Studies.

<table>
<thead>
<tr>
<th><strong>Academic Core (7.5 ECTS each)</strong></th>
<th><strong>30 ECTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition for Academic Communication (HUM 101P)</td>
<td></td>
</tr>
<tr>
<td>Writing and Critical Inquiry (HUM 201P)</td>
<td></td>
</tr>
<tr>
<td>Quantitative Methods (STA 101P)</td>
<td></td>
</tr>
<tr>
<td>Research and Presentation Skills (HUM 102P)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Major Requirements</strong></th>
<th><strong>90 ECTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principles (7.5 ECTS each)</strong></td>
<td></td>
</tr>
<tr>
<td>Accounting (BUS 141P)</td>
<td></td>
</tr>
<tr>
<td>Business (BUS 101P)</td>
<td></td>
</tr>
<tr>
<td>Business Law (LAW 111P)</td>
<td></td>
</tr>
<tr>
<td>Economics (ECN 101P)</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Intermediate Courses (6 ECTS each)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Management (BUS 211G)</td>
</tr>
<tr>
<td>Corporate Finance (BUS 221G)</td>
</tr>
<tr>
<td>Marketing (BUS 231G)</td>
</tr>
<tr>
<td>Macroeconomics (ECN 201G)</td>
</tr>
<tr>
<td>Methods: Mathematics for Business and Economics (MTH 201G)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Advanced Courses (6 ECTS each)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Management (BUS 311G)</td>
</tr>
<tr>
<td>Financial Markets and Investments (BUS 321G)</td>
</tr>
<tr>
<td>Business Information Systems (BUS 351G)</td>
</tr>
<tr>
<td>Microeconomics (ECN 311G)</td>
</tr>
<tr>
<td>Methods: Statistics for Business and Economics (STA 301G)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Major Electives (6 ECTS each)</strong></th>
<th><strong>30 ECTS</strong></th>
</tr>
</thead>
</table>

Students should take 5 major electives, of which one capstone course. Major electives are 200- or 300-level BUS or ECN courses that are not taken as a major requirement. Other courses may be counted as a major elective only with the written approval of the Business Department.

Any of the 200- or 300-level BUS or ECN courses not listed as major requirements may be taken as major electives. Should students wish, a
maximum of 2 major electives may be taken from the following options in other disciplines:

- Communications: Intercultural Communication (CMM 201G), Corporate Communication and Public Relations (CMM 242G), EU Identities in Cross-Cultural Perspective (CMM 302G), Marketing Communication & Advertising (CMM 341G)
- Honour’s Essay (HON 393G)
- Internship (INT 381G)
- Law: Current Challenges in International Law (LAW 301G)
- Politics: European Union Politics (POL 231G), Policies in the European Union (POL 333G)

Students may compose their major electives towards a minor. For students taking a minor, please see the course choices below.

**Free Electives (6 ECTS each) 30 ECTS**

*Free electives* are entirely at the student’s choice. They may be used to explore fields of study outside the major, to deepen work in the major field, or to develop language or other skills. Students can take 5 free electives.

**Minors**

Students also have the possibility to choose a Minor, fields of specialisation within the three majors. Students can choose a minor in each of the three majors, regardless of their major. To successfully complete a minor, students are required to pass at least four courses within their chosen minor, i.e. at least 24 ECTS credits. Minors are optional: students may choose to graduate without one, selecting their major electives and free electives freely from the list given above. See below (after the description of the majors) the list of available minors.

**Communications**

For students interested in studying journalism, public relations, lobbying, media policy and management, advertising or scriptwriting, the Vesalius College Communications major and the city of Brussels make for an ideal combination.

Throughout the programme students develop a conceptual understanding of communication and its social, economic, political and cultural dimensions. They learn the function and organisation of political institutions and business industries as well as the social responsibilities of professional communicators. In addition to a conceptual approach, students are trained in essential practical skills including researching, evaluating, organising, writing, editing and presenting information for a variety of audiences.

Furthermore, as Brussels is one of the largest global communications centres and home not only to the world’s largest press corps, the European Union and NATO but also to a multitude of political organisations and international businesses, students studying Communications at Vesalius College have many valuable learning opportunities which are not available elsewhere. They can take internships at one of many organisations to support their specific professional ambitions in addition to
developing contacts and a professional network that will be invaluable as they advance with their career. During their studies, students may also choose from four available concentrations.

Finally, students are also prepared for continued study at the graduate level in various communication fields including journalism, human communication, mass communication, business communication, political communication, intercultural communication, film studies, European communications studies, media studies and cultural studies.

**Academic Core (7.5 ECTS each) 30 ECTS**
Composition for Academic Communication (HUM 101P)
Writing and Critical Inquiry (HUM 201P)
Quantitative Methods (STA 101P)
Research and Presentation Skills (HUM 102P)

**Major Requirements 90 ECTS**

**Principles (7.5 ECTS each)**
Communications (CMM 141P)
Business (BUS 101P)
Economics (ECN 101P)
Politics (POL 101P)

**Intermediate Courses (6 ECTS each)**
Intercultural Communication
Organizational Communication
Political Communication
European Union Politics
Intermediate Research Methods

**Advanced Courses (6 ECTS each)**
Communication Theories
Marketing Communication and Advertising
European Communication Policies
International Communication
Methods: Rhetoric

**Major Electives 30 ECTS credits**

CMM 391G and any of the 200- or 300-level CMM courses not listed as major requirements may be taken as major electives. Should students wish, a maximum of 2 major electives may be taken from the following options in other disciplines:

- Business: Human Resource Management (BUS 211G), Marketing (BUS 231G), Business Information Systems (BUS 351G)
- Economics: International Political Economy (ECN312G)
- Honour’s essay (HON 393G)
- Internship (INT 381G)
Academic Requirements

Politics: International relations (POL 212G), Contemporary Political Debates (POL 301G), History of Political Thought (POL 302G), The United Nations and Global Governance (POL 341G), Policies in the European Union (POL 333G)

Other 200- or 300-level courses may count as major electives only with the written approval of the Communications Curriculum Committee.

Students may compose their major electives towards a minor. For students taking a minor, please see the course choices below.

Free Electives (6 ECTS each) 30 ECTS

Free electives are entirely at the student’s choice. They may be used to explore fields of study outside the major, to deepen work in the major field, or to develop language or other skills. Students can take 5 free electives.

Minors

Students also have the possibility to choose a Minor, fields of specialisation within the three majors. Students can choose a minor in each of the three majors, regardless of their major. To successfully complete a minor, students are required to pass at least four courses within their chosen minor, i.e. at least 24 ECTS credits. Minors are optional: students may choose to graduate without one, selecting their major electives and free electives freely from the list given above. See below (after the description of the majors) the list of available minors.

International Affairs

Students majoring in International Affairs at Vesalius College acquire broad-ranging tools and in-depth capabilities for assessing the most pressing issues in national and global politics. Students learn about the core global processes, norms, dynamics, systemic changes and the impact of major power relations and International Organizations that influence and shape contemporary International Affairs. Combining a strong emphasis on Brussels-based politics (including policy-oriented analysis of the European Union and NATO) with a comprehensive curriculum that allows students to explore the most important themes in global politics, the programme equips students with the essential skills and knowledge for a career in international affairs. The curriculum is structured so that students in their first year acquire core skills for analyzing quantitative data, for critical thinking, for writing and presenting confidently and effectively and for successful team-work as well as principal knowledge in politics, economics, history and international law. In their second and third year, students deepen their knowledge in the fields of European Union politics, International Organizations, Global Governance, International History, International Law and international economic processes. Students may select an area of concentration (Minors), such as European Peace & Security Studies, European Union Studies, Global Governance, History and History of Ideas.

Academic Core (7.5 ECTS each) 30
Composition for Academic Communication (HUM 101P)
Writing and Critical Inquiry (HUM 201P)
Academic Requirements

Quantitative Methods (STA 101P)
Research and Presentation Skills (HUM 102P)

**Major Requirements**

90 ECTS

**Principles (7.5 ECTS each)**
Politics (POL 101P)
International Law (LAW 101P)
Economics (ECN 101P)
History (HIS 101P)

**Intermediate Courses (6 ECTS each)**
International Relations (POL 212G)
Macroeconomics (POL 201G)
History: Methods and Problems (HIS 271G)
European Union Politics (POL 231G)
Intermediate Research Methods (POL 271G)

**Advanced Courses (6 ECTS each)**
Contemporary Political Debates (POL 301G)
International Political Economy (ECN 321G)
Evolution of the International System 1914-1989 (HIS 301G)
Current Challenges in International Law (LAW 301G)
International Affairs Research Methods (POL 371G)

**Major Electives (6 ECTS each)**

30 ECTS

Students should take 5 major electives, of which one capstone course. Major electives are 200- or 300-level POL or HIS courses that are not taken as a major requirement. Other courses may be counted as a major elective only with the written approval of the International Affairs Department.

Any of the 200- or 300-level POL, HIS or LAW courses not listed as major requirements may be taken as major electives. Should students wish, a maximum of 2 major electives may be taken from the following options in other disciplines:
- Communications: Corporate Communication and Public Relations (CMM 242E), EU Identities in Cross-Cultural Perspective (CMM 302G), Marketing Communication & Advertising (CMM 341G)
- Honour’s Essay (HON 393G)
- Internship (INT 381G)

Students may compose their major electives towards a minor. For students taking a minor, please see the course choices below.

**Free Electives (6 ECTS each)**

30 ECTS

*Free electives* are entirely at the student’s choice. They may be used to explore fields
of study outside the major, to deepen work in the major field, or to develop language or other skills. Students can take 5 free electives.

Minors

Students also have the possibility to choose a Minor, fields of specialisation within the three majors. Students can choose a minor in each of the three majors, regardless of their major. To successfully complete a minor, students are required to pass at least four courses within their chosen minor, i.e. at least 24 ECTS credits. Minors are optional: students may choose to graduate without one, selecting their major electives and free electives freely from the list given above. See below (after the description of the majors) the list of available minors.

Available Minors

Students from all majors may choose a minor. Minors are optional specializations, they consist of major electives and free electives. In cases where a minor consists of major requirements, students of that specific major may not choose that minor (see indications below).

Minor in Art Studies
Art in Belgium (ART 101G)
Introduction to Design (ART 102G)
History of Western Music (ART 103G)
Management of Art and Culture (BUS 214G)
Intermediate French: Literature and Theater (LFR 202G)
Film: History, Theories, Narration and Scriptwriting (CMM 261G)
Topics in European Film History (CMM 262G)
Art in Europe (ART 301G)
Advanced French Literature (LFR302G)

Minor in Political Communication (not for CMM students)
Political Communication CMM 251G
Lobbying in the EU CMM 252G
European Communication Policies CMM 351G
Capstone: Public Diplomacy CMM 391G

Minor in Media Studies
Film: History, Theories, Narration and Scriptwriting (CMM 261G)
Topics in European Film History (CMM262G)
Business Writing and Social Network Applications (CMM 243G)
Business and Media Ethics (BUS361G)

Minor in Economics
Microeconomics (ECN 311G)
The European Economy (ECN 202G)
International Political Economy (ECN 321G)
History of Economic Thought (ECN 231G)
The International Banking System (ECN 241G)
International Trade (ECN 302G)
Macroeconomics (ECN 201G)

Minor in Marketing and Advertising
Marketing (BUS 231G)
Social Marketing (BUS 233G)
Sociology and Psychology of Marketing (BUS 234G)
Business Writing and Social Networking Applications (CMM 243G)
Corporate Communications and Public Relations (CMM 242G)
Marketing Communication and Advertising (CMM 341G)
Capstone: International Marketing (BUS 392G)

Minor in Psychology
Introduction to Psychology (PSY 101G)
Business Psychology (PSY 201G)
Organisational Leadership (BUS 215G)
Sociology and Psychology of Marketing (BUS 234G)
Mass Psychology (PSY 301G)

Minor in Strategic Management
Corporate Governance (BUS 212G)
Corporate Strategy (BUS 216G)
Business Executives Seminar (BUS 394G)
Capstone: Entrepreneurship (BUS 391G)

Minor in Banking and Finance
The International Banking System (ECN 241G)
Financial Mathematics (BUS 223G)
Mergers, Acquisitions and Related Transactions (BUS 312G)
International Finance (BUS 325G)

Minor in Sustainable Development and Technological Innovation
Sustainable Development (BUS 261G)
Industrial Processes, Technology and Innovation (SCI 101G)
Management of Innovation and Technical Change (BUS 213G)
Business and Media Ethics (BUS 361G)
Environmental Law (LAW 302G)

Minor in European Peace and Security Studies (EPSS)
European Peace and Security Studies (POL 121G)
The EU's Common Foreign and Security Policy (POL 221G)
Understanding Contemporary Conflicts in Europe (POL 222G)
NATO and Transatlantic Approaches to Security (POL 321G)
The EU and Military Approaches to Security (POL 322G)

Minor in European Union Studies
Political Institutions of European Countries (POL 232G)
The EU's Approach to Democratisation and Human Rights (POL 233G)
European Identities in Cross-Cultural Perspectives (CMM 302G)
European and Global Governance of Migration (POL 332G)
Policies in the EU (POL 33G)
Academic Requirements

Minor in Global Governance
The Government and Politics of Global Powers (POL 241G)
Diplomacy and International Negotiations (POL 242G)
International Organisations and Global Governance (POL 243G)
The United Nations and Global Governance (POL 341G)
International Affairs Capstone (POL 391G)

Minor in History (not for IA students)
History: Methods and Problems (HIS 271G)
Evolution of the International System 1815-1914 (HIS 201G)
Evolution of the International System 1914-1989 (HIS 301G)
History of Transatlantic Relations (HIS 321G)
History of Genocide (HIS 311G)

Minor in History of Ideas
History of Western Philosophy (PHL 101G)
History and Philosophy of Science (PHL 201G)
History of Economic Thought (ECN 231G)
History of Political Thought (POL 302G)

Master’s Degree

In order to graduate, students must have:
- Earned 60 ECTS and have passed all the courses in the programme,
- Achieved a cumulative GPA of at least 2.0 for all of the courses of the programme
- Achieved a grade of at least an “C” for the Master’s thesis

Requirements for the Master of European Union Policy

The Master of European Union Policy offers a unique opportunity to study European integration and the institutions of the European Union at the level of an initial Master's degree. With international affairs at its core, the programme will reflect the interdisciplinary nature of European Studies by including advanced policy-oriented courses in political science, economics and law. Organised in Brussels, at the heart of the European Union, it takes full advantage of this location by offering internships at European institutions and related organizations (representations of private or public interests at the EU, NGOs, think tanks) and by organizing lectures and practice-oriented laboratories by scholars and practitioners closely involved with European institutions and the EU policy-making process. The programme is well suited for students interested in a career in the European policy sphere or as high-level preparation for more advanced studies in this field.

Required Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>ECTS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theories of EU Integration (Fall semester)</td>
<td>6</td>
</tr>
<tr>
<td>The Politics of European Integration (Fall semester)</td>
<td>6</td>
</tr>
<tr>
<td>The Legal Foundations of European Integration (Fall semester)</td>
<td>6</td>
</tr>
<tr>
<td>The Economics of European Integration (Fall semester)</td>
<td>6</td>
</tr>
<tr>
<td>Tools and Methods for European Policy Analysis (Fall and Spring semesters)</td>
<td>6</td>
</tr>
</tbody>
</table>
Current Issues in European studies: Lecture Series (Fall semester) 3
Brussels Graduate Internship (Spring semester) 9
Master Thesis (Spring semester) 18
COURSE DESCRIPTIONS: Bachelor’s Programme

The courses regularly taught in the Bachelor’s programme are described in this section, though other courses may be offered on an occasional basis. Courses with a G-code are worth 6 ECTS credits, courses with a P-code 7.5 ECTS credits.

The courses are listed by subject area, which is also indicated by the first three letters of the course code. Courses are offered at three levels. Courses at the 100 level are introductory and can be taken by all students. They are often taken in the first year. Courses at the 200 and 300 levels are more advanced and often cannot be taken without first having passed an introductory course in the subject. Some of these upper-level courses may even require successful completion of a 200-level course. Any such prerequisites are indicated at the end of the course description. Exemptions from prerequisites may be granted by the course instructor and must be notified in writing to the Head of Academic Administration.

Courses at partner institutions

The Vesalius curriculum includes courses that are offered by partner institutions, such as the Free University of Brussels (VUB), Boston University and the Royal Music Conservatory. While these courses are, in principle, also open to study abroad students, it needs to be taken into account that they do not always follow the same academic calendar as that of Vesalius College. This may require a certain degree of flexibility on the part of student with respect to their travel arrangements. The study abroad department will deal with such requests on a case-by-case basis. Information on the available courses will be distributed before the pre-registration period each semester. Students taking courses at partner institutions must follow their rules concerning schedules, examinations, and other academic matters.

Art (ART)

Art in Europe ART 101G

Based around three case studies of art in Belgium (or the equivalent cultural area before Belgium’s independence in 1830), the course intends to function as an eye-opener towards art and culture in Belgium from the 15th to the 20th century, by using a number of analytical tools in art appreciation, art historiography, the collecting and display of art, including some business and legal aspects. The course should provide an historical and intellectual framework for the other courses given at Vesalius College and life in Brussels during the Summer Course, so that students can contextualise the rich and diversified aspects of Belgian culture, as well as its quirky ones.

Introduction to design ART102G

When function and technologic answers are equally international, when only the price makes the difference in production, the design by its cultural approach makes the market decision. Designing a drinkable water bottle is a cultural knowledge. The act of drinking, how objects are used is cultural.

My design courses explore the potential of the individual diversity to enhance once own capacity to develop a personal cultural power and teach how to communicate by discovering or creating a universal language through the objects. 5 weeks and 3 steps to experiment and produce a new design concept that creates a future market without
any knowledge in design or production.

Art in Europe  ART 301G

A course focusing on European history and culture, which includes field trips to different European cities (Antwerp, Bruges and Brussels for Belgium; Amsterdam for the Netherlands; Paris for France and an additional trip to either Cologne or Trier in Germany or focusing on a theme such as the World War I and II). Studies the historical, cultural and economic aspects of each city as well as the country in which it is located. Special emphasis is placed on the history of art and architecture. (All costs for the trips are to be paid by the participants as an additional fee collected at registration; see section on tuition and fees.

Business (BUS)

Introduction to Business  BUS 101P

Introduces students to the internal organisation of firms and to the legal, economic, political and social environment in which they operate. Aims to show how accounting, finance, marketing, operations, human resources and innovation, all fields that the student will later study, contribute to realising the objectives of the firm. Students also learn how to find and analyse information about businesses.

Accounting  BUS 141P

This course combines financial and managerial accounting concepts in a single course and includes a study of the accounting cycles of service organizations and merchandisers. Emphasis is on the analysis and recording process of business transactions and the preparation of financial statements. The course covers also topics in valuation and reporting of assets, liabilities and equity. The second half of the course discusses managerial accounting concepts. Emphasis is placed on analysis of cost behaviour, budgeting concepts, standard cost systems and variance analysis, and the use of accounting information to make decisions.

Human Resources Management  BUS 211G

Examines the sub-system of staff planning, recruitment and selection, training and development, position control, audit and evaluation and that constitute the human resource function of all organisations. Emphasis is placed on the role of these activities as they relate to the organisation and the organisational managers and leaders. Topics include recruitment and selection, personnel planning, testing employees, training, performance management, compensation, managing labour relations, organisation behaviour, organisational culture, ethics and fair treatment.

Corporate Governance  BUS 212G

The course examines the theory and practice of corporate governance. We define a corporate governance system as the set of constraints on minority shareholder expropriation set by (1) internal corporate control mechanisms (such as the board), (2) external capital market monitoring and pricing, and (3) laws and regulations. Students learn how the design of the corporate governance system determines the ability of
individual firms to compete. Discusses how and why governance systems differ across countries.
Prerequisite: BUS 101P

Management of Innovation and Technical Change  BUS 213G

Provides tools and ways of thinking that is related to managing and sustaining innovation as a means of creating value. Themes to be addressed include features and characteristics of technological innovation, strategy/structure/environment and innovation, effects of new technology on employees and managers, implications for occupational health and safety, the learning organisation and the culture of change, performance management and intellectual property.
Prerequisite: BUS 101P

Management of Art and Culture  BUS 214G

The pressing need for a high standard knowledge of art management forms the foundations of this course, which captures the essentials of management for culture and arts organizations both in profit and not for profit contexts. Students get acquainted with modern day strategic management issues posed to arts organizations and learn to view such issues both from a general as well as an operational perspective. Financial and marketing management provide for an in depth approach, whereby a strong theoretical framework offers firm links to present day practices and cases.

Organisational Leadership  BUS 215G

Explores the challenges to effective leadership and management that the contemporary manager faces in a rapidly changing environment. Focus is on leadership styles and motivational techniques conducive to high performance in various organisational settings with a very diverse workforce. Topics include issues in the design of organisations, the corporate /organisational culture, the design and enrichment of jobs, and communication within organisations. Given annually in the fall semester
Prerequisite: BUS 101P

Strategic Management  BUS 216G

This course focuses on strategy formulation, implementation and performance, and deals with the identification and analysis of external opportunities and constraints faced by a company. The course also centres on the development of internal capabilities in response to those factors. Through theory and cases studies, the main functions of the corporation are investigated: products/services, research and development; manufacturing, logistics, marketing, finance/accounting, and human resources.
Prerequisite: BUS 101P

Corporate Finance  BUS 221G

This course focuses on establishing the operating and technical foundation for financial decision-making in firms. Many of the fundamental concepts and tools that will be introduced apply equally well one's own personal financial management.
Students will learn about: the structure of the firm and financial markets, the notion of time impact on money, the trade-off between risk and return, the approach to balance investments with capital funding, the impact of firm's financial policy on leverage and shareholders' return, the management of the funds needed for operations, the advantage of utilising Islamic financial tools, and the implications of corporate finance in a global context.
Prerequisites: BUS 101P, STA 101P

Financial Mathematics

Financial Mathematics is an essential tool that enhances a manager's ability to make effective economic decisions. This course provides solid, practical, up-to-date coverage of the mathematical techniques students must master to succeed in business today. It puts a great emphasis on the analysis of business problems. The course objective is to give students a good understanding about the mathematical concepts and techniques and teach them how to use these to solve related business problems in an effective way. The issues will be explained against the background of the fast changing global market. Students will study a variety of exercises and examples that are realistic; this will help them with personal financial matters and investments as well as in their professional careers.
Prerequisite: BUS 141P

Marketing

Analyses the role of marketing in creating customer satisfaction. Discusses the importance of market segmentation, targeting and positioning, starting from understanding customer needs and translating these into superior perceived value, quality and service for the target market. Illustrates how to compose an effective marketing programme and stresses the application of concepts through the use of case studies.
Prerequisite: BUS 101P

Social Marketing

Social marketing is the systematic application of marketing, along with other concepts and techniques, to achieve specific behavioural goals for a social good. Social marketing can be applied to promote merit goods, or to make a society avoid demerit goods and thus to promote society's well being as a whole.
Prerequisite: BUS 101P

Sociology and Psychology of Marketing

Marketing is defined as the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large. This course investigates all the marketing functions from a social and psychological aspect in order to better understand the customer's behaviour.
Prerequisite: BUS 101P

Sustainable Development

This course will examine some of the theoretical and practical issues surrounding
corporate responsibility (CR) and sustainable development. Topics to be covered include trends in corporate responsibility, the political economy of sustainable development and the growing significance of communications, especially corporate reporting, to the field. Students will also learn best practice in CR programmes and strategic communications for CR.

Operations Management  
BUS 311G

Surveys the practice and important issues involved in production and operations management: value-driven operations management, quality function deployment, supply chain management, enterprise resource planning (ERP), materials planning and scheduling (MPS, MRP II, JIT, TOC), inventory management, quality management, group technology and cellular manufacturing and flexible manufacturing systems. Includes video presentations and guest lectures.  
Prerequisite: BUS 101P

Mergers, Acquisitions and Related Transactions  
BUS 312G

Covers the main types of mergers and acquisitions (including leveraged buy-outs; management buy-outs; friendly and hostile mergers and acquisitions), and of related transactions (including divestments; de-mergers; privatisations; alliances, partnerships and joint-ventures). These transactions are studied from all the main points of view. The topics covered include: motives; search for potential acquisitions, acquirers and partners; the role of advisers; bid tactics; legal and regulatory issues; valuation; financing; accounting and tax issues; organisational and human aspects; integration; successes and failures. Taught primarily through case studies.  
Prerequisite: BUS 101P

Financial Markets and Investments  
BUS 321G

This course provides a thorough analysis of the different financial markets from a global perspective: the bond market, stock market, and foreign exchange (FOREX) market. Areas covered are valuation and time value of money, interest rates and related markets, derivatives and capital budgeting. A FOREX game will be organised and students will learn how to interpret market indicators. Through presentations, students will also learn about the global financial crisis and the effects on the eurozone.

International Finance  
BUS 325G

Examines the financing of a multinational enterprise and surveys international investing. Areas covered include currency, interest rate and negotiable securities markets. Also discusses hedging and interest rate arbitrage, foreign exchange, futures and options as well as international money, capital markets and international financing.  
Prerequisites: ECN 101P, BUS 101P

Business Information Systems  
BUS 351G

Uses systems theory to describe information systems. Starting from basic concepts (such as logic gates and the representation of data in binary form), computers (including central processing units, internal and external memory, input/output buses),
communications protocols, computer networks, operating systems, middleware, applications software and file formats are explained. Usage of information systems in organisations will be discussed. On a practical level, students will learn to use spreadsheets and relational database servers.
Prerequisite: BUS101P

Business and Media Ethics

Starts with the general features and conditions of ethical practice, followed by an overview of the main ethical traditions—virtue ethics, duty ethics (deontological ethics) and consequentialism (teleological ethics)—and a discussion of the specific character of applied ethics and the methodological problems that are connected to it. Three main issues dealing with the media will be treated: journalism ethics, advertising ethics and the ethics of new (digital) media. The discussion of business will include the idea of corporate social responsibility and ethical problems in human resource management and sales.
Prerequisite: at least one 100-level course in business, economics or communications

Capstone Corporate Strategy

Business capstone course designed to develop understanding of the entrepreneurial process and small business management and to explore the strategies that improve new venture performance. The core task is for the student to produce an actual business plan for the student’s own venture that includes information such as: the technical concepts of the product or service, a marketing plan, an outline for the first three years and a financing plan (equity/leverage). Also develops skills in written business communication and oral presentations that allow students to integrate entrepreneurship concepts and interact with business experts.
Prerequisites: BUS101P and third-year standing in the Business major.

Capstone: International Marketing

This capstone course focuses on international marketing, and how to enter and operate effectively in foreign markets. It introduces suitable ways to select international markets and discusses alternative strategies to enter those markets through comparing, contrasting and benchmarking of those foreign markets’ socio-cultural, political, economic, and legal characteristics. This capstone course will provide marketing knowledge that strike a balance between localization and globalization in product, promotion, pricing, and distribution, to meet the needs and expectations of the chosen foreign market.
Prerequisites: BUS101P and third-year standing in the Business major.

Business Executive Seminar

Provides a series of lectures offered by executives from the private and public sector. Each lecturer presents views, insights and experience, national or international, on a specific management function or field. Some examples are career development, legal aspects of international business, corporate social responsibility, international marketing and management in the public sector.
Pre-requisite: BUS 101P
**Communications Descriptions (CMM)**

**Introduction to Communication Studies  CMM 101P**

Allows future practitioners to study the nature and usage of language, as well as verbal and non-verbal communication. Students will be asked to present a number of oral presentations throughout the semester – from individual to large group. This introductory course studies the nature, components and purposes of human communication and familiarizes students with the basic theoretical and practical models of various communication fields; including intercultural and organisational communication. Particular emphasis will be placed on understanding the uses and functions of mass communication as well as its history and rise in modern society. Students will become familiar with the content and strategy of different types of mass media, including press, radio, television, the music industry, cinema and Internet.

**Intercultural Communication  CMM 201G**

Deals initially with the phenomenon of culture in a broad sense and then moves to different ways of studying culture. Highlights major theoretical issues via a series of short case studies illustrating the difficulty of studying culture, intercultural contact and identity (in all their complexity) in an academic manner. Presents several existing theoretical models to show the theoretical, methodological and practical issues involved in this typically interdisciplinary field and how the issues have been dealt with so far.
Prerequisite: CMM 101P, BUS 101P or POL 101P

**Organisational Communication  CMM 241G**

Familiarises students with the dynamics of interpersonal communication within groups. Introduces the theory and practice (mainly though case studies) used by organisations to plan, develop, implement and evaluate a variety of communication strategies. The course allows students to propose and defend a comprehensive communication plan for a newly created company.
Prerequisite: CMM 101P, BUS 101P or POL 101P

**Corporate Communications & Public Relations  CMM 242 G**

Explores multiple perspectives of public relations and corporate communications. Particular attention is drawn to the science and the art of effective communication with the public, the media, shareholders and employees. Next to textbook examples, students will receive first hand information from practitioners who will share their professional experience. In the course of this class students will evaluate PR campaigns, write press articles and lead a discussion.
Prerequisite: CMM 101P, BUS 101P or POL 101P

**Business Writing and Social Networking Applications  CMM 243G**

Businesses and other organisations use the written word to communicate their image, vision and values as well as to reach out to customers and stakeholders. This course will examine how companies and NGOs are using emerging web communications technologies to better present themselves and relate to their publics. As well as the traditional tools of business communications writing, we will look at how writing styles
for the web are changing communication techniques and how businesses are using the new social media and networking tools for public relations, marketing and better internal and external network communications. Given annually in fall semester
Prerequisite: CMM 101P, BUS 101P or POL 101P

Political Communication  CMM 251G

Looks at the use made of the media by political actors who range from presidents to terrorists and analyses the ways in which communication strategies may be used to shape public opinion. Focuses on the roles of political reporting, advertising and public relations in politics and provides a detailed consideration of the political and philosophical implications of the changing mass communication landscape as fuelled by the impact of the new communication technologies.
Prerequisite: CMM 101P, BUS 101P or POL 101P

Lobbying in the EU  CMM 252G

A lobbyist is someone who tries to influence a decision-making process. In other words, we are all lobbyists, but in Brussels, this is a profession for around 15,000 experts. This course will examine how these public affairs specialists raise awareness, run campaigns and facilitate dialogue between private or public organisations and the decision-makers of the European Union. Taking an issue management approach, students will focus on the ways in which lobbyists follow, analyse and even influence the decisions of the European Union.
Prerequisite: CMM 101P, BUS 101P or POL 101P

Film: History, Theories, Narration and Scriptwriting  CMM 261G

Develops and refines writing skills in the audio-visual field. The course expands students’ cinematic vocabulary by allowing them to become familiar with fundamental film structure and narrative forms in mainstream productions. It also allows them to gain an understanding of basic film theories and develop an appreciation for a number of seminal film movements (including Italian neo-realism, the French nouvelle vague and British social cinema, and Dogma). Analyses the constitutive elements of narration as applied to films and explains basic visual techniques. By the end of the course students will have mastered the techniques necessary to provide a professionally written screenplay, which they will pitch to a professional.
Prerequisite: CMM 101P, BUS 101P or POL 101P

Topics in European Film History  CMM 262G

This course offers an illustrated survey of the most important currents, schools, films and filmmakers within the history of European film. The main emphasis will be placed on seeing and understanding films as texts (with story and style) operating in their different contexts (social, cultural, economic, political, technological,...).
Topics include early cinema in Europe, European avant-garde cinema during the twenties, propaganda and poetic realism of the thirties, the development of sound film, Italian neorealism in the forties and fifties, the French New Wave, British New Cinema, and modernist and contemporary author’s cinema of the seventies, eighties and nineties.
Scriptwriting for the Audiovisual Media  

Focuses on the writing of fictional or semi-fictional material in view of an audiovisual treatment. Mainly lectured in a workshop format, students will be involved in creating storyboards, photo-novels and scripts for radio dramatisations, television and episodic web series, be they original stories or adaptations. These will typically be written in a "full-length format in order for students to build up a significant portfolio of audiovisual scriptwriting samples. Particular emphasis will be placed on the art and craft involved in writing a docudrama for television while the evolving nature and the various components of transmedia narratives will also be analyzed.

Prerequisite: CMM 101P, BUS 101P or POL 101P

Communication Theories

Provides a broad historical overview of the main communication theories and their historical development and links them to current debates about traditional, new media and the Internet. Students review key authors and publications in the development of communication theory and learn to situate them in their historical and socio-economic context. Students discuss books and articles in class and learn to relate them to past and current issues and theories.

Prerequisite: CMM 101P and POL 271G

Cultural Studies and Cross-Cultural Capability

Part one highlights major theoretical issues in the discipline of Cross-Cultural Capability (or Language and Intercultural Communication), exploring this field in the broader context of Cultural Studies, presenting its origins and growth as an academic discipline, and critically examining its jargon and methodology. Part two applies these insights to the Low Countries within the Belgian, Dutch and European contexts. Topics include the “building blocks" of Flemish, Belgian and Dutch identities and intercultural differences with the United States. A contrastive/comparative approach is applied to political, economic, geographical, historical, religious, etc. data. Specific emphasis is put on “transferability of knowledge" so that students learn to carry out research on similar topics independently.

Prerequisite: CMM 101P, BUS 101P or POL 101P

European Identities in Cross-Cultural Perspectives

Examines cultural identities within the European Union (and beyond) in a contrastive fashion. We explore the nature of cultural plurality and examine how it may impede or enhance the process of integration within Europe. Students will be invited to reflect critically on national and cultural identity. In the first part of the course, we consider some theoretical proposals that illustrate the typically cross-cultural approach to discussing difference and otherness. In the second part of the course, a few European nation states will be studied in some detail. Special attention will be paid to fundamental dimensions that contribute to constituting the building blocks of cultural identity.

Prerequisite: CMM 101P, BUS 101P or POL 101P

International Communication

Introduces the historical context and examines different approaches to international
communication from the modernisation and cultural imperialism theories to cultural studies and critical political economy perspectives. The course also examines the theories and problems related to the international function of the news media, the entertainment industry and the telecommunications sector. Students also gain a clear understanding of the creation of the global media marketplace and how international communication evolves in the Internet age. Furthermore, the course discusses the international governance structures related to media, news, telecommunications and the Internet.

Prerequisite: CMM 101P, BUS 101P or POL 101P

Marketing Communication & Advertising  CMM 341G

Surveys theoretical models of marketing communication with particular emphasis on a coherent and integrated approach to communication. Students are involved in the design and implementation of a strategic communication scheme for different publics. The increasingly global nature of marketing and advertising are considered allowing students to gain a sense of how important cultural factors are and why they need to be taken into consideration when selling a service, a product or a media production on an international scale. Guest speakers and visits to marketing departments are included.

Prerequisite: CMM 101P, BUS 101P or POL 101P

European Communication Policies  CMM 351G

Provides students with a comprehensive understanding of the media policies in Europe. It examines the changing nature of the relationship of media and European societies from the post-war period until the present. By systematically analyzing several distinctive features of different media this course examines the extent to which there exist distinctly European media strategies and philosophical approaches in different countries or regions in spite of the widespread globalization, convergence, concentration and commercialization in the European communication industry. In addition, the course aims to provide students with an understanding of the media policies in particular are shaped at the level of the European Union. The way in which media-related civil society organisations influence EU policy formation and the nature of the issues involved will be studied, as will the roles the European Commission and the European Parliament.

Prerequisite: CMM 101P, BUS 101P or POL 101P

Rhetoric  CMM 371G

Introduces the history and study of persuasion and rhetorical theories from classical Greece to the present. Uses these theories to analyse persuasive messages of all types (public speeches, dialogues, television debates, theological arguments, articles, etc.). Analyses and assesses the implications of these persuasive messages, be they expressed in a democratic or dictatorial context, for society. Through role-plays and mock trials, students hone their persuasive and argumentation skills.

Prerequisite: CMM 101P, BUS 101P or POL 101P

Communication Capstone Course: Public Diplomacy  CMM 391 G

Designed to develop understanding of a key aspect of modern communications, namely the attempts by state and non-state actors to influence public opinion through strategic communication policies and soft power. Topics range from the role of public
diplomacy in foreign policy to communication approaches in times of crises, as well as arts diplomacy, exchange programmes and citizen diplomacy. The course will also focus on the different global approaches to public diplomacy. With its network of international organisations, national diplomatic missions and media outlets, Brussels provides an ideal venue for studying and understanding public diplomacy conceptually as well as from the viewpoint of practitioners. The course requires students to integrate knowledge and exercise the skills acquired throughout their work in their majors, and provides students with an opportunity to work on an extended research project. By calling for sophisticated understanding of theoretical issues as well as an appreciation of ways to construct empirical research solutions, it also prepares students for independent research at graduate level.

Prerequisite: POL 271G

**Economics (ECN)**

**Economics**

ECN 101P

Illustrates the way in which economists view the world by the development of some basic tools of micro- and macroeconomic analysis and by their application in understanding the behaviour of households, firms and government. Problems include: trade and specialisation; the operation of markets; industrial structure and economic welfare; the determination of aggregate output and the price level; and fiscal and monetary policy; and foreign exchange rates.

**Macroeconomics**

ECN 201G

This intermediate-level course examines the determination of income, employment, the price level, interest rates and exchange rates in the economy. Piece-by-piece, we construct a model that describes how each of these variables is determined in the long- and short-run. We investigate issues of long-run growth, business cycles, international trade, and monetary and fiscal policy. We pay special attention to current developments, with an international and European perspective throughout.

Prerequisite: ECN 101P

**The European Economy**

ECN 202G

Examines in detail the current structure of the European economy - the what, who, how and why of production, distribution and consumption. Discusses, for example, differences among countries in economic organisation, in financial institutions and labour relations, as well as the role and influence of the European Union as against that of nation states. Assesses recent economic performance across Europe and attends throughout to the ways in which the European economy is similar to or different from economies in other parts of the world.

Prerequisite: ECN 101P

**History of Economic Thought**

ECN 231G

Mainstream economic textbooks tend to represent the field as a collection of universal laws and insights. However, economics emerged through a long historical process in which authors, in a dialogue with the works of their predecessors, tried to provide answers for pressing problems of society. The course investigates this historical process, and devotes attention to the historical context as well as the analytical
contents of the theories. The study of the history of economic thought contributes to a critical understanding of economics and reinforces the insights in contemporary economics through an understanding of the underlying historical process of development. On the one hand the course provides broad overviews, but on the other hand special attention is devoted to the economic thought of several important economists: Smith, Malthus, Ricardo, Marx, Jevons, Walras, Menger, Böhm-Bawerk, Marshall, and Keynes. At the end of the course some attention will be devoted to the development of micro and macroeconomics after World War II.

Prerequisite: ECN 101P

The International Banking System

ECN 241G

This course provides an overview of the international banking system, including such topics as: the role of the banks in the financial system; regulatory and policy aspects; services offered by banks; analysis of bank performance; macroeconomic perspectives in banking; and comparison of the banking structures and environments in Europe, the U.S.A., Latin America, Japan, and developing nations.

Prerequisite: ECN 101P

International Trade

ECN 302G

This course analyses the interdependence that arises from international trade in goods and services. We cover the following topics: the gains from trade, the pattern of trade, the impact of protection, international factor movements, and trade policy. We pay special attention to the European Union and its relationship to other regional trading blocs.

Prerequisite: ECN 101P

Microeconomics

ECN 311G

Provides a rigorous intermediate-level treatment of microeconomic theory with applications to business and public policy. Topics include the mathematical foundations of economic theory; the theory of individual economic behaviour; the theory of the firm and economic organisation; perfect competition, general equilibrium, and economics of information; corporate behaviour and strategy under imperfect competition; capital theory; labour markets; welfare economics and public choice.

Prerequisites: ECN 101P, MTH 201G

International Political Economy

ECN 321G

Studies the interactions among political, economic, and social institutions and processes and how they affect international relations. Describes approaches to international political economy: mercantilist, neoliberal, radical, and contemporary. Analyzes structures of trade, finance, security, and knowledge. Compares change, transition, and development in different regions. Analyzes global problems, including energy, migration, and environment.

Prerequisite: ECN 101E or POL 101P
Honours Essay (HON)

Honours Essay  HON 393G

The Honours Essay is a research paper of 10,000-12,000 words (including footnotes, but excluding bibliography) that may be undertaken by qualified students, with the assistance of an essay adviser, in semester 5 or 6 of the Bachelor’s degree programme. The Honours Essay counts as a 300-level course and is worth 6 ECTS credits. An Honours Essay in the field of the major (Business and International Affairs only) counts towards the Major Electives of the majors.

In order to qualify for the Honours Essay, a student must at the start of the semester during which it is to be written, have earned at least 120 ECTS credits, have successfully completed HUM 201G, and have a cumulative grade point average of at least 3.0.

During the semester preceding that in which the Honours Essay is written, a student who is likely to qualify should ask a faculty member to serve as an adviser for the Honours Essay and submit to the adviser a research proposal of approximately 300 words. If the adviser approves the proposal, then the student may register for the Honours Essay, conditional on meeting the requirements specified above.

During the semester, the student should meet regularly with the essay adviser to discuss the progress of the research. The essay must be submitted in triplicate by the end of the last week of teaching and will be assessed by the adviser and by an additional reader appointed by the head of the relevant curriculum committee.

Students interested in doing an Honours Essay should ask the administration for a document laying out in greater detail the procedures for applying and submitting the essay and the criteria for its assessment. They are advised to obtain this document early in the semester preceding the one in which the honours essay is to be done.

History (HIS)

Evolution of the International System, 1815-1914  HIS 201G

Designed to introduce students of International Affairs to the practice of diplomacy and the evolution of the International System from the Congress of Vienna to the eve of World War I. Though historical in approach, lectures focus on how the diplomatic system functioned, how policy was formulated and what role certain concepts and theories (balance of power, Concert of Europe, collective security, war as an instrument of policy, etc.) played during this period. Pays special attention to helping students build up an international relations vocabulary. Assumes a basic knowledge of European history in the 19th century. Given biennially in fall semester (2013)

Prerequisite: HIS 112E

History: Methods and Problems  HIS 271G

Explores the theory, practice and application of history by investigating various classical issues of historiography and extending the student’s techniques of historical analysis and research. Includes an inquiry into the nature of the discipline, basic
historical theory, the notion of historical truth, the nature of evidence, the auxiliary sciences, comprehensive research techniques, writing and organisation, classical and modern research trends and the so-called “new” histories.

Prerequisite: HIS 112E


Introduces students to the major events and patterns of 20th century history from the outbreak of the First World War to the fall of the Berlin Wall and the end of the division of Europe so as to understand the defining trends and tensions in the international system today. Focuses on key questions such as: Why did the international system break down so catastrophically in 1914 and could this happen again? Is ideology or nationalism the principal legacy of the 20th century? What do the experiments in international governance exemplified in the League of Nations and the early years of the United Nations tell us about the possibilities for a system of global governance in the 21st century? What caused the Cold War and which security concepts used in handling the US-Soviet relationship during the Cold War could still be useful today in dealing with regional disputes and relationships between the West and the emerging new global powers? The course will help students to better understand the art and practice of diplomacy, the changing nature of military conflict, and the role of ideas and ideologies in promoting either conflict or peace. Given biennially in fall semester (2013)

Prerequisites: HIS 112E

History of Genocide

This course introduces students to the historical study of genocides and mass atrocities from antiquity to contemporary times. Students will study the meaning, occurrence, causes and consequences of genocides throughout history and will gain a nuanced understanding of underlying common causes and the specificities of each case study. Even though the course covers case studies in Europe, North and South America, Africa and Australia throughout history, particular emphasis is placed on the European dimension of the history of genocide.

History of Transatlantic Relations

This course assesses the history of Transatlantic relations between the United States and core European powers. Students will acquire in-depth knowledge on major political, social and cultural developments from the French Revolution to the end of the Cold War. The final part of the course will allow students to gain a nuanced understanding of recurring periods of cooperation and rivalry among the major powers on both sides of the Atlantic throughout the last 200 years.

**Humanities (HUM)**

Composition for Academic Communication

In this course, students will improve their language skills, moving from the colloquial and conversational, to the professional and academic level. Students will transfer language strategies such as listening, reading, note-taking, speaking in class, asserting themselves in small groups, and writing, from their native languages into English. Additionally, students will learn the conventions of academic writing, from the
Course Descriptions

initial considerations of purpose and audience, through thesis, summary and a variety of writing strategies (anecdotes and examples, narration, description, comparison and contrast) through to the finished product: the undergraduate thesis-based, synthesis essay. Expectations concerning academic honesty and the avoidance of plagiarism will also be reinforced. In keeping with the Liberal Arts philosophy of the College, the readings for the course will be drawn from sociology, philosophy, history, politics, science, economics, language, and literature.

Research and Presentation Skills

HUM102P

Research and Presentation Skills introduces students to the academic conventions surrounding research and presentation. Students will be guided through the basic processes of academic research, beginning with the use of library resources and databases, through the creation of a research proposal, to the development of an annotated bibliography and research log. The course includes discussion of ethical issues surrounding the use and presentation of facts, statistics and images, and the evaluation of sources. Additionally, students will learn how to give (read) papers, deliver informative and persuasive speeches, use a range of visual aids (including ‘slideware’), and develop and defend their research proposal. A significant portion of the class concerns the development of time- and project-management skills that are essential for first-semester students at Vesalius College.

Writing and Critical Inquiry

HUM201P

In this course, students will learn to critically analyze the diction, structure, audience and methods of argumentation in a wide variety of texts and then judge the success or failure of these texts. Other topics include the history of the book, the discernment between fact and opinion and for the motivations of authors, and recognition and avoidance of logical fallacies. The student is expected to apply these persuasive devices and methods to his/her own writing and to evaluate critically his/her work and the work of other students in the class. Two new writing strategies will be introduced: the extended definition and reasoning from cause and effect. Additionally, the students will be asked to engage in graded, oral debates.

Internship (INT)

INT 381E

Working in a sponsoring firm or organisation, students undertake a 150-hour, semester-long project on a theme or topic related to their major. Requires students to work on-site at least 10 hours per week, keep a daily activity log and write a project report. Prerequisites: Students in second semester of second year or first semester of third year, good academic standing and approval by the Internship Committee

Law (LAW)

LAW 101P

The course explains the basic rules of (1) international law: legal sources, treaties, rights and duties of states, international organisations, status of the individual, the global commons, diplomatic and consular law; (2) European law: the two basic treaties governing the European Union, the EU institutions, the internal market, agricultural...
and regional policy, external relations, judicial cooperation and the rights of citizens and third country nationals.

**Business Law**

**LAW 111P**

Introduces the legal context in which business is conducted in civil and common law jurisdictions. After examining the sources and components of law, considers in-depth the law of contracts, the law of torts, finance of international trade, intellectual property rights, agency and distributorship, conflicts of law and competent courts, international commercial arbitration, bankruptcy and receivership and the law of corporations.

**Humanitarian Law**

**LAW 201G**

The course explains the major principles concerning the Law of The Hague (legal means and methods of warfare) and the Law of Geneva concerning protection of sick, wounded, prisoners of war, and civilians. In addition, the course explains the complex network of treaties, and the role of the UN Security Council in upholding and enforcing respect for international humanitarian law. The course explains also a range of treaties which complement the four Geneva conventions, for example regarding the prohibition of certain weapons, or the protection of cultural property during war.

**European Organisations**

**LAW 221G**

The European Union has become the most influential organisation in Europe, with a membership of 27 European states. However, 21 independent European intergovernmental organisations or European cooperation frameworks exist which are active in fields not, or not completely, covered by the activities of the European Union. These 21 European Organisations are divided in four sectors: economy & finance, political and security, science, and river commissions. The course will explain the law and policy of the 21 European organisations: their origins, membership, activities and cooperation among them or with the European Union. The students will acquire a complete overview of the all existing European intergovernmental organisations. Another objective is to prepare students of the International Affairs major to the job market in the world of European organisations and the related sectors (procurement for contractors, sub-contractors).

**European Union Constitutional Law**

**LAW 222G**

The course focuses on the rights of EU citizens (*inter alia* the Charter of Fundamental Rights) and the institutions (European Parliament, Council, European Council, Commission, European Court of Justice and other organs) as well as the decisionmaking and controlling procedures of the President of the European Union.

**Current Challenges in International Law**

**LAW 301G**

Familiarises students with the fundamental concepts and principles of modern international law. Introduces the historical and theoretical development of international law as well as its basic methodology in order better to understand present day developments.

Prerequisites: one other upper-level course in international relations, history or politics.
Laws of the EU Internal Market (LAW 322G)

This advanced course provides a systematic analysis of the internal market, namely the free movement of goods (including custom duties and taxation, quantitative restrictions and similar measures, free movement of capital, free movement of services (including the freedom of establishment), and the freedom of movement of people (including the Schengen Area). Related topics will also include the monetary union and state subsidies.

Languages

Chinese (LCH)

Introduction to Chinese Language and Culture (LCH 102G)

This course, designed for students with no prior knowledge of Chinese, is primarily a first course in the language, but also exposes students to various aspects of Chinese culture. The emphasis will be on understanding, speaking and reading. The course will be conducted, as far as possible, in Chinese from the beginning. After these courses students should be able to read Chinese with correct pronunciation and tone, write basic strokes in the correct order, understand Chinese texts and dialogues concerning the most useful and practical situations learned. Among the cultural topics will be: the origins and development of the Chinese language, a brief introduction to Chinese history, religions and the two major philosophical schools Confucians and Taoists.

Dutch (LDU)

Elementary Dutch (LDU 101G)

This course focuses on listening and understanding, vocabulary and basic practical grammar. After these courses students should be able to manage living in a Dutch-speaking environment, to participate in everyday conversations, to read and understand basic Dutch texts and to compose simple written work. Students will also learn more about Dutch/Belgian culture while working on different projects. Designed for students with no prior knowledge of Dutch.

French (LFR)

Elementary French I & II (LFR 101G, LFR 102G)

This sequence focuses on listening and understanding, vocabulary and basic practical grammar. After these courses students should be able to manage living in a French-speaking environment, to participate in everyday conversations, to read and understand basic French texts and to compose simple written work. Students will also learn more about French/Belgian culture while working on different projects. LFR101E is designed for students with no prior knowledge of French, and LFR102E is for students with the equivalent one semester of college French as assessed by a placement test.
Intermediate French I & II  
LFR 201G, LFR 202G

This sequence focuses on the acquisition of major elements of French grammar, as well as a more advanced level of comprehension, accurate and active communication skills and a broader coverage of vocabulary. Compositions, essays, oral presentations and reading newspaper articles are a part of these courses. French culture will be highlighted through a theatre project. Both courses given each semester
Prerequisite for LFR201E: LFR102E or placement test.
Prerequisite for LFR202E: LFR201E or placement test.

Advanced French I & II  
LFR 301G, LFR 302G

At the outset of each course students are prepared and tested on the conjugation of all tenses of basic verbs, since this is essential knowledge for the advanced programme. The two courses are comparable in their methods of instruction (advanced vocabulary and grammar practice, class discussions, essay writing, oral presentations and a theatre project) but each has its own programme in advanced grammar and its own theme as shown in the course titles. The theatre project, including the study of an author, a play, and a visit to the theatre, is different each semester. The two courses complement each other in the development of vocabulary, comprehension, writing and oral skills, and may be taken in any order.
Prerequisite for LFR 301E: LFR 202E or placement test
Prerequisite for LFR 302E: LFR 202E or placement test

Mathematics (MTH)

Methods: Mathematics for Business and Economics  
MTH 201G

Teaches the mathematical skills required for problem solving and decision making in the business world through use of mathematical models and specialised techniques. Topics include: functions as mathematical models, equation-solving techniques, differential and integral calculus, exponential growth and time-value of money and partial derivatives and their applications in economic functions.

Philosophy (PHL)

History of Western Philosophy  
PHL 101G

Provides a general overview of the main philosophical topics discussed from the presocratics to the postmodernists. The course develops historically the most important subfields of philosophy: philosophy of nature, philosophy of mind, metaphysics, ethics, epistemology (theory of knowledge), aesthetics and philosophy of history. We successively discuss presocratic philosophy, Plato, Aristotle, Hellenistic philosophy, the early and late Middle Ages, Descartes, Hume, Kant, Hegel, Marx, Nietzsche, Heidegger and postmodernism. Students are required to read primary sources, to write short papers, and to participate in debates on philosophical questions.

History and Philosophy of Science  
PHL 201G

In this course, the history and philosophy of science is studied, starting from the origins of science in ancient Mesopotamia, Egypt and Greece to present day science
and technology. Key issues from the philosophy of science (such as Popper's falsifiability, Kuhn's paradigm shifts, Gödel's incompleteness and Poincaré's conventionalism) will be illustrated by historical case studies (such as the Copernican revolution, the shift from classical physics to quantum mechanics or the evolution theory). While the focus of this class will be on natural sciences, we will also consider the problem of the scientific method in humane and social sciences.

**Politics (POL)**

Politics POL 101P

This is a basic introductory course, introducing students to core concepts, processes and events in global politics. It gives an insight in the so-called ‘global’ dimension of world politics, which encompasses the worldwide, the regional, the national and the sub-national levels. In this course, students will study concepts and issues related to state and sovereignty, the nation and globalization; power and war; diplomacy and sanctions, identity and terrorism. The study of these issues will help outline the interdependence and interconnectedness of state and non-state actors in world politics.

European Peace and Security Studies (EPSS) POL121G

This foundational course provides an introduction to the main theoretical approaches and concepts required for understanding contemporary issues of peace and conflict. The main schools of thought of International Relations Theory as well as main-stream and critical perspectives of security and strategy studies will be introduced and will be applied to core security issues, such as crisis management (military and civilian), conflict prevention, peacekeeping, peacebuilding, disarmament as well as the promotion of environmental security, human security and human rights. Particular emphasis will be placed on the evolution of and approaches by the European Union and NATO, but examples from the United Nations and related security organisations will also be drawn on.

International Relations POL 212G

This course introduces and applies the major paradigms, key authors and core theories in the discipline of International Relations. The course allows students to study and apply major IR theories with the help historical and contemporary political empirical case studies in order to illustrate, as well as test, central assumptions and arguments of these approaches. The course provides a knowledge base for the further study of International Relations theories as well as for understanding core processes, actors and power relations in international politics.

The EU's Common Foreign and Security Policy (CFSP) POL 221G

This EPSS course provides an overview and in-depth analysis of the historical evolution, institutional settings, procedures and core policies of the European Union’s Common Foreign and Security Policy (CFSP) in both theory and practice. Whilst the first part of the course analyzes the evolution of the CFSP and its major policy areas in the wider historical and theoretical context of the European Union as an International Actor since the end of the Cold War, the second part of the course provides a critical assessment of the impact and effectiveness of the EU as a Foreign and Security actor.
in the field. Particular emphasis is placed on the EU's Military and Civilian Operations, conducted since 2003. In addition, the course will take a closer look at the wide range of security actors and international organisations the EU has collaborated with in the context of the CFSP.

Understanding Contemporary Conflicts in Europe and Beyond  POL 222G

This EPSS course provides an in-depth analysis of the roots and causes of contemporary conflicts in Europe’s periphery (Bosnia, Kosovo, Georgia / South Ossetia, Chechnya) and in those regions where either the European Union or NATO have become active security actors (ranging from the Chad, the Central African Republic, the Democratic Republic of Congo and Somalia to Afghanistan and Aceh). At the end of the course, students will have gained a nuanced and comprehensive understanding of the complex underpinnings of contemporary conflicts as well as of the demands placed on external international actors that try to contribute to mitigating such a diverse range of conflicts and crises.

European Union Politics  POL 231G

Explores the origins of the European Union and its development, explains the construction of European institutions and discusses its status as an organisation. Surveys historical landmarks in the European Union’s development and focuses on the workings and politics of the major institutions of the European Union. Visits the European Parliament and includes guest lectures bringing current problems in the process of the European integration process into the classroom.

Political Institutions of European Countries  POL 232G

Studies European states, their major institutional features and their political system from a comparative perspective. Considers the nature of “the state” and the logic of comparative methodology and discusses different frameworks for carrying out comparative political study. While taking the major European liberal democracies (the U.K., France and Germany) as a starting point, it purports to review and compare political systems from Western and Central-Eastern Europe. For EU member states, it also intends to analyse the effects of European integration on political systems.

The EU’s Approach to Democratisation and Human Rights  POL 233G

This course examines the historical evolution, policies and overall track-record of major European countries and the European Union itself in the field of democratisation and the promotion of human rights. The first part of the course provides a comprehensive overview of the main conceptualisations, debates and core issues related to human rights and democracy promotion. The second part of the course consists of a critical analysis of both the internal and external human rights policies and democratisation efforts of the European Union and major European states.

The Government and Politics of Global Powers  POL 241G

This course introduces students to the politics, key features and global influence of major established states and emerging powers. Students analyze the role of western "established" powers, such as the United States, Britain, France and Germany as well the growing influence of "emerging" powers such as the BRICS (Brazil, China, India
and South Africa) and beyond. The course also sheds light on processes and dynamics of major political global transformations and the changing nature of "power". 
Prerequisite: one politics course

Diplomacy and International Negotiations

This course provides students with in-depth knowledge and essential skills for understanding the evolution, mechanisms and impact of diplomacy and international negotiations. The course is divided into two parts. The first part provides an introduction into diplomacy and the theory of international negotiations. The second part deals with the practice of diplomacy and negotiations. The course provides an analysis of diplomatic approaches to global issues and current world problems, such as peace and security, climate change and international trade. It examines cases of successful diplomacy and/or failed diplomacy. It also avails a forum in which teams of students speak on behalf of an assigned country on a variety of selected issues to expand their understanding of diplomacy, global geopolitics and international relations.

International Organisations and Global Governance

This course provides an analysis of the historical evolution, policies and impact of core International Organisations in the field of Global Governance. Students examine and evaluate the policy-making processes, successes and failures of major International Organizations in addressing core global challenges, such as global peace and security, global economic governance, development and the global fight against hunger, climate change and environmental governance, the global rule of law, human rights and democratisation.

Intermediate Research Methods

This course exposes students to the main quantitative and qualitative research methods required for International Affairs and analysis in the Social Sciences. Students will learn to the main methodological approaches from the field of political science, communication studies and policy-oriented security studies. The course also provides essential skills required for analysing and tackling major research issues.

Contemporary Political Debates

Debates key policy and normative dilemmas in contemporary liberal democracies. Introduces topics using recent academic literature and policy documents and then examines classical and modern political texts in order to build conceptually coherent arguments to support conflicting positions on political and normative dilemmas.

History of Political Thought

Provides an overview of the history of modern political thought based on a historically contextualised in-depth examination of classic texts by Machiavelli, Hobbes, Montesquieu, Rousseau, Tocqueville and Marx. Analyses the significance of their works to modern scientific and ideological debate.
NATO and Transatlantic Approaches to Security  

This EPSS course explores the history, track-record and major political and policy challenges related to both the North Atlantic Treaty Organization (NATO) and wider US-Europe transatlantic relations more generally. Students will examine the waxing and waning of US-EU relations in the field of security and will assess the evolution, institutions, policy-making processes and impact of NATO’s core security policies. The final part of the course invites students to explore emerging and future challenges NATO and US-EU relations will face.

Pre-requisite: one course in politics

The EU and Military Approaches to Security  

This EPSS course provides an in-depth analysis of core actors, key dimensions and approaches to promoting security through military means. Particular emphasis will be placed on the so-called ‘comprehensive approach’. The course provides a conceptual and theoretical introduction to military security by focusing on the concepts of threat, risk, security and conflict and their evolution. It explores the changing nature of war and the complexity of today’s conflicts and analyses the role of the military in security issues such as deterrence; arms control and disarmament; proliferation of weapons of mass destruction and small arms and light weapons; failed states; terrorism and counterterrorism; and human and man-made disasters. The influence of the privatisation of international security and the evolution of military equipment on the role of the military will be discussed. Finally, students will study the specificity of the military in crisis management, the main approaches to peace support operations and military crisis management in the UN, EU and NATO frameworks, the comprehensive approach, and the role of the military in state building. Pre-requisite: one course in politics

European and Global Governance of Migration  

This course provides an overview of the EU policy-making structures as they apply to migration policy as well as broader themes of EU justice and home affairs. It includes an analysis of the changes of EU governance in the area of justice and home affairs: its origins and evolution as well as the current debates, including security and human rights aspects. In addition to the strong EU focus, the course also maps out the development of the global governance of migration. It explores the role of different stakeholders who are active in migration debates, including different states, international non-governmental organisations, and lobby groups (many of which are active in Brussels). Overall, the course draws on different debates on migration and relates them to broader developments in global politics, including the economic crisis, issues of national identity, immigrant settlement and integration.

Policies in the European Union  

Aims to familiarise students with institutions, actors and policy patterns of EU policy domains (agriculture, regional development, environmental policy, social policy and foreign/security policy), as well as with public policy approaches and concepts used to analyse EU policies. Addresses challenges of EU policy-making: asymmetry, path dependency, complexity, accountability, legitimacy, public participation, implementation and monitoring deficits, hierarchical authority, enlargement, etc. Refers extensively to policy cases and domains to clarify theories and concepts, which
are juxtaposed to highlight explanatory advantages and weaknesses. Prerequisite: none, POL 231G recommended

The United Nations and Global Governance  

POL 341G

This course provides students with a comprehensive analysis of the evolution, institutions, policy-making procedures and policy outputs of the United Nations system within the context of Global Governance. The course assesses and evaluates the successes, failures and future prospects of the UN system in addressing fundamental global challenges in the areas of peace and security, development, climate change and human rights. Particular emphasis is placed on the evolution, mechanisms and impacts of United Nations Peacekeeping. Prerequisite: At least one politics/international affairs course

International Affairs Research Methods  

POL 371G

This advanced research method course provides students with in-depth knowledge and skills required for confidently and effectively mastering research, policy analysis and policy advice in the field of International Affairs. Students will not only deepen their knowledge and skills of quantitative and qualitative research methods required for graduate studies, but will also acquire essential professional, analytical and research-related skill-sets needed for a successful career in International Affairs.

Capstone: Global Governance  

POL 391G

The International Affairs Capstone course provides students with an opportunity to integrate their knowledge and exercise the skills acquired throughout their studies and apply them to a concrete policy-problem. As the final, summative and integrative course of the IA Programme, students will be tasked to apply their knowledge and skills in a highly independent, theory-driven, but policy-oriented manner. Students usually work for the duration of the capstone course as policy advisors or policy analysts for a “client” (policy-maker from Brussels-based organizations, such as the European Union or NATO) on a real-life problem. By calling for the integration and application of their multi-disciplinary knowledge, the Capstone course seeks to prepare students both for independent research at the graduate level and to bridge the gap between academic studies and the professional realm of policy-oriented analysis. Prerequisite: HIS 271G or POL 271G, and third-year standing in the International Affairs major; or permission of the instructor

Psychology (PSY)

Introduction to Psychology  

PSY 101G

This course is aimed to provide students with an introduction into the research field of psychology. Students get acquainted to core concepts and existing domains within Psychology. Psychology as a scientific discipline and the interconnection between sub domains in Psychology are central issues in this course. Topics that will be treated include: what is psychology, biology of behaviour, sensation and perception, states of consciousness, learning and adaptation, motivation and emotion, development over the life span, personality, adjusting to life (stress, coping and health), psychological disorders, social thinking and behaviour, etc. Theory will be supported by demos, class experiments, exercises and film fragments.
**Statistics (STA)**

**Quantitative Methods STA 101P**

Statistics is the art of using data to make numerical conjectures about problems. Descriptive statistics is the art of summarizing data. Topics include: histograms, the average, the standard deviation, the normal curve, correlation. Much statistical reasoning depends on the theory of probability. Topics include: chance models, expected value, standard error, probability histograms, convergence to the normal curve. Statistical inference is the art of making valid generalizations from samples. Topics include: estimation, measurement error, tests of statistical significance.

**Methods: Statistics for Business and Economics STA 301G**

Methods: Statistics for Business and Economics first reviews the basic concepts of statistical inference: sample variability, estimation with confidence intervals, and tests of statistical significance. The course then extends inference by looking into: (i) small-sample tests for averages (t-test); (ii) hypothesis tests comparing two sample averages; and (iii) Chi-square tests. The course finally introduces the student to simple regression (fitting a line to a scatter plot) and multiple regression (the generalization of the regression technique to more than one explanatory variable). Students learn how to use a statistical calculator and statistical software to do their own quantitative research. 
Prerequisite: STA 101P
COURSE DESCRIPTIONS: Master’s Programme

The courses that are part of the Master’s programme are described in this section. The courses are worth 6 ECTS credits, except the Lecture Series and the Practice Oriented Laboratories (3 ECTS), the internship (9 ECTS), and the Master’s Thesis, which is worth 18 ECTS credits.

Economics of European Integration
ECN 431M

This course focuses in detail on the role and evolution that macro- and micro-economic structures and theories have played in providing the EU with its past and current market architecture. It does so by examining a variety of key EU policies: competition, trade, agriculture, regional, monetary and fiscal policy. For each policy area, the course will make use of major Eurostat- indicators, providing students with the requisite empirical and quantitative data by which to grasp and analyse these policies. Additionally, the course offers a thorough analysis of the Eurozone crisis by looking at the effects of the global recession on the economic fundamentals in various member states.

The Legal Foundations of European Integration
LAW 431M

Very few areas of national law and policy within Europe remain untouched by the influence of European law. This course will give the students an insight into the law of the EU, a vast and fascinating area of law which forms an integral part of the legal systems of its 27 Member States. It aims to provide students with an in-depth and up-to-date knowledge of the most important theoretical and practical aspects of EU law and explores the functioning of the unique creature that is the EU, the impact of its laws on states, citizens and companies, and the current challenges it faces. It covers both the institutional and constitutional structure of the European Union and examines the legal facets of EU integration including the decision-making structures, the institutional set-up, the competence-distribution mechanisms and the main principles and rules of EU Law. It is an introduction to a dynamic and constantly-evolving area of law that raises serious political, social and economic questions and offers students an opportunity to study some of the most interesting legal, institutional and political developments. Students become familiar with the objectives, structure and legal evolution of the European Union, the interplay among the main political institutions in the EU’s legislative process and the issues this raises for the democratic legitimacy for the European Union, the types of EU Law adopted and the implementation dynamics. In other words, the course is more about understanding ‘where’ to find EU law and ‘how’ it works than, at this stage, getting lost in its (vast) detail.

Theories of EU Integration
POL 431M

The course engages with different theories of European integration – from intergovernmentalism to neo-functionalism, from constructivism to liberal-intergovernmentalism, from institutionalisms to critical theories in their different variants – and explores how these theories can help us navigate the nature and historical evolution of the European Union. The course, therefore, embeds the knowledge of the EU, its institutions and decision-making processes in a critical understanding of major theoretical endeavours. The course familiarises students with both International Relations and comparative politics approaches to European
integration. It links different theoretical approaches to the key evolutions and current debates on the European integration and provides students with an opportunity to develop their ability to critically assess, discuss and write about the EU, its success and its pitfalls. The course is based on lectures, seminars and student presentations and participation.

The Politics of European Integration

This course is designed to provide a comprehensive overview of the major facets of the European Union: its foundations, its institutions, its decision-making methods, its core public policies and its developing foreign policies. The changing nature of the EU is examined, challenging students to see it simultaneously as a series of inter-locking institutions, a regional actor, an emerging power, a gatekeeper and a vanguard actor. Part I sets up the historic origins and organisational structures of the EU, looking at the relation between the 3 chief institutions and their respective modes of decision-making. Part II focuses on four key ‘public’ policies in which the EU has made a variety of developments, and created new structures and relationships with its member states, citizens and its regions. Part III looks beyond the borders of the EU to evaluate its role as an emerging power, the growth of its common foreign policy, tensions between security and defence, and the deployment of ESDP task forces, as well as principal bilateral relations with the US, Russia and neighbourhood partners.

Current Issues in European Studies: Lecture Series

The Lecture Series examines the EU’s ability to operate as an actor in the world, providing a platform for an advanced understanding of actual mechanisms, processes and effectiveness of the EU’s various approaches in the international arena. The underlying theme of the lecture series changes every year. The 2012 edition of the IES Autumn Lecture Series dealt with EU Energy Policy: On the Road to Decarbonisation? The topics of the lectures speak to the current debates on energy policy in the EU (e.g. on energy infrastructure, on the proposal for an energy efficiency directive, on upcoming reviews of the internal energy market, etc.), and broader EU strategies (such as the EU 2020 strategies) by placing them in the context of achieving decarbonisation goals. Therefore, these lectures can play a crucial role in enhancing understanding, and stimulating debate, on policy options to 2050. The Spring Lecture Series focused on the multi-level governance of migration and migrant integration. It was organised in association with the International Centre for Migration Policy Development (ICMPD), under the umbrella of the organization’s 20th Anniversary. The Lecture Series also includes laboratories in Negotiation; Policy Blogging; and Project Management. Taught by renowned professionals and practitioners analysts from leading Brussels-based think tanks, the Laboratories constitute an important occasion for the students to apply the notions learnt throughout the first semester. The Laboratories offered students additional practical tools, give students the possibility to network with leading practitioners and to liaise with other universities’ students.

Tools and Methods for European Policy Analysis

The course gives students a variety of tools, approaches and methods for effective policy analysis. It builds on the knowledge of the EU institutional set-up covered in the four keystone courses (ECN431M, LAW431M, POL431M and POL432M) and
provides training for policy research, writing and presenting. A combination of lectures, interactive exercises and written assignments outline the key concepts and tools of policy research methods. The course also provides students with the practical and conceptual tools to use for writing their Master thesis. After taking this course, students should be able to apply the core research methods used by the EU to evaluate its policies as well as the tools adopted by researchers who study the EU policymaking process.

Brussels Graduate Internship

The Brussels Graduate Internship consists of a 200-hour position at an institution of the EU or an organisation closely working with EU institutions (e.g. lobby groups, interest representations, NGOs, think tanks). The purpose of the internship is to acquaint students with a setting that broadly corresponds with the conceptual themes and professional outlets of the programme. Over the course of the internship, students become familiar with the structures and expectations of the policy-making community. Students are thus encouraged to develop and extend a personal network of contacts for a future professional career. Equally, the internship allows students to apply the knowledge and research skills acquired in the first semester of the Master in a challenging, fast-paced environment.

At the conclusion of the internship, students shall produce a 3,000 word report on their internship experience, allowing them to comment on the connections between their placement and the community of EU policy making, their own specific role, the various challenges and successes the encountered, and skills learned.

Master Thesis

The Master thesis is a crucial feature of programme. It verifies and evaluates the capacities of students to do independent research, and permits students to apply their knowledge of scientific theory and disciplinary methodologies, as well as other skills (writing skills, language skills, critical attitude), in a personal project. The thesis should have a length of 10,000 words (not including footnotes, endnotes and the bibliography). It should integrate the theoretical dimension of academic research within a more practice-oriented policy paper. The thesis should display a thorough acquaintance with theories of European integration in general; significant use of relevant research methodologies in the relevant disciplines of European Studies; and analysis of a relevant area of European policy-making (e.g. legal, economic, political, social) that visibly supports the chosen research question.
ACADEMIC OPPORTUNITIES

Internships

Internships provide an excellent opportunity for students to gain valuable professional experience that can help orient their choices after graduation. At Vesalius College, an internship may be taken as a major elective in the Business, Communications and International Affairs majors. Study abroad students frequently opt for an internship with a local firm or institution as part of their studies in Brussels. What follows concerns internships in the BA programme, in the Master’s Programme the Internship is mandatory (see the course description of the Brussels Graduate Internship INT 481M in the section on the Master’s courses).

Conditions and Application

The Internship Programme is open to students in good academic standing as early as the second semester of their second year at Vesalius. The internship should consist of a specific project wherever possible. Vesalius College students are eligible for “single” internships, worth six ECTS credits. Because the College will administer and award credit for the internship, the student must pay tuition for the internship, even when it has been arranged by the student. While only one internship may be taken for credit during a student’s academic career at Vesalius, the College encourages all students to undertake internships on their own when possible.

Study abroad students are eligible for “single” internships, worth 6 ECTS credits, or for “double” internships, worth 12 ECTS credits. They are limited to one internship per semester but can apply to the internship programme each semester if on a year-long study abroad programme. Study abroad students are eligible for an internship if they have completed half of the academic credits towards graduation at their home university.

A list of sponsors and a description of internship offerings are available on the Vesalius College website. Updated internship catalogues are typically issued according to the following schedule:

- Fall Catalogue – issued late June
- Spring Catalogue – issued late October
- Summer Catalogue – issued late March.

Internship profiles have three sections: one describes the organisation; the second the nature of the work, and the third the sort of candidate the organisation is seeking. The internship profile serves to clarify the nature of the internship for the student and the supervisor. Students may find their own internships, but need to request approval from the External Relations Department if they want to receive academic credit for the internship.

Students must apply for internships and there is no guarantee that they will be selected. Internship applications take place in the semester preceding the one in which the student wishes to do the internship. Students must be very vigilant to monitor the internship page of the website so that they are aware of the strict application deadlines each term. Once the catalogue is issued, students have a maximum of 3 weeks in which to submit their application to the External Relations Department. Students should select a maximum of three sponsors, and prepare a CV
and cover letter for each.

The selection procedure can take time. At registration students should register for a regular course, then drop that course and add the internship when selected for a position. Note, too, that delays in securing an internship can mean that the student will need to work more hours per week during the remainder of the semester in order to complete the total number of hours required to receive full credit.

Requirements and Assessment

For the “single” internship, students work for a minimum of 150 hours (approximately 12-15 hours per week during fall or spring semesters, and 30 hour per week during the summer session). For the “double” internship, students work for a minimum of 280 hours (approximately 25-30 hours per week in fall and spring semesters). The intern must keep track of the hours spent at the internship in a log that is countersigned by a supervisor in the organisation. The internship will always be unpaid and the student will be responsible for transportation costs to and from the internship site.

The internship is given a letter grade by a Vesalius faculty member. This grade is based primarily on the internship sponsor’s evaluation of the student’s work and on a 3000-word final report by the student on the internship experience. Other minor requirements (meeting with a faculty adviser, expected behaviour, etc.) are outlined in a contract drawn up between the student and Vesalius College. Students enrolled in the double internship programme are also required to complete a research project during the semester in addition to completing the above requirements.

It should be noted that, once an internship is accepted by the student and the contract signed, it is not possible to drop the internship course without documented proof of extraordinary circumstances preventing the student from completing the course.

Study Abroad students who apply for the internship course with the intention of receiving transfer grades and credit for their home university transcript must have obtained prior approval from their home university for this credit transfer. Students who find out after obtaining an internship that the credits will not transfer back to their home university will not be considered eligible for dropping the course.

More complete information on application procedures and regulations can be obtained from the administration. The list of the internships on offer is available during the preceding semester.

Internships Abroad

Vesalius Students may request to take an internship as part of their study abroad programme. As with any other course taken abroad, an internship course abroad must be pre-approved by the student’s Vesalius College academic adviser. The internship abroad must follow the general requirements that are outlined in the Vesalius Internship Programme catalogue, especially with respect to number of hours worked and number of credits earned, and must be supervised and evaluated by an academic supervisor at the host university.
Study Abroad

Vesalius College strongly encourages its students to study abroad as an important component of an international, multicultural education. Each semester, the College welcomes a growing number of independent students and students from partner institutions from around the globe, who have chosen to study and live in Brussels. The College also sends some of its own students off to experience the challenges, opportunities and satisfactions of living and working in a different language and culture.

Vesalius students in the BA programmes may study abroad either at an institution with which the College has an agreement (Partner Universities - see list below) or at an approved college or university of their choice (Non-Partner Universities). Students in the Master of European Union Policy programme at Vesalius College are NOT eligible for studying abroad as all courses in this programme must be followed at Vesalius College.

Study Abroad at Partner Universities:

When studying at a partner university, both the grades (including an F grade) and credits earned at the host university are eligible for transfer to the Vesalius College transcript.

To be eligible for study abroad with a partner university (for a semester or summer semester), students must meet the following requirements:

- Must be in the fourth or fifth semester of their Vesalius degree programme
- Must be in good academic standing with a cumulative grade point average (GPA) of 2.7 or better (a 3.0 minimum is required for Kansai Gaidai in Japan) at the time of application.
- Must have completed at least one full year studying at Vesalius on the Brussels campus (this also applies to transfer students who might already have second or third-year standing upon entry at Vesalius)
- Must submit their request to study abroad (via the “Study Abroad Request Form”) to Vesalius College administration no later than the Friday of Week 11 of the fall term (for study abroad in the spring or summer) or of Week 11 of the spring term (for study abroad in the fall).

Interested students should plan their study abroad one full year in advance of the desired study abroad term. The following time-sensitive issues must be considered:

1. Time to obtain course syllabi from the host university: If a student is interested in studying abroad during the fall semester, for example, then he or she would need to consult the course offering at the host university for the fall term that precedes the one in which he or she wishes to study abroad (i.e. consult fall 2013 course offerings when looking for courses to take in the fall of 2014).
2. Time for academic adviser approval of the desired host university course syllabi. Some syllabi might have to be forwarded to professors with more expertise in certain domains and, thus, this process can be quite time-consuming.
3. Time to apply to the host university and receive the acceptance documents
required for visa application – the visa application procedure can also be quite lengthy depending on the country of destination.

4. The deadline submitting the “Study Abroad Request Form” is the Friday of Week 11.

Interested students must consult with the Study Abroad Director, the Head of Academic Administration and with their academic adviser during the preparatory stages. Courses taken abroad may count toward the Vesalius degree; but to ensure that credits and grades do transfer, students must complete and submit, in advance (deadline is the Friday of Week 11 of the semester in which the request is made), a “Study Abroad Request” form. This form requires approval of the study abroad by the Study Abroad Director and of the host university course syllabi by the student’s academic adviser.

The following steps must be completed by the study abroad candidate:

1. Obtain a “Study Abroad Request” form from
2. Fill out the electronic form and print out
3. Obtain the signature of the Study Abroad Director to approve the study abroad semester/term, who will check to be sure you are academically eligible to study abroad
4. Obtain syllabi from the host university for the desired courses
5. Consult with the Head of Academic Administration to see if Vesalius has previously approved the desired courses. If so, then there will be automatic approval for those courses
6. Consult the academic adviser, with syllabi in hand, for approval of the remaining courses for credit transfer. Please keep in mind that, if the courses for which you need approval are not in the domain in which your adviser specialises, you may need to obtain approval from another faculty member with more knowledge of the field.
7. Obtain the signature of the academic adviser regarding approval of the selected courses.
8. The student must then check all of the boxes that pertain to the student’s responsibilities and then sign the form.
9. See the Head of Academic Administration, who will give final approval and will determine how your study abroad courses will fit into your overall curriculum worksheet. Obtain the signature of the Head of Academic Administration.

**NB:** If the student fails to submit the completed “Study Abroad Request” form on time (prior to the Friday of Week 11), Vesalius College cannot guarantee that your request to study abroad will be approved.

**NB:** It is the responsibility of the student to ensure that all Vesalius College and partner university fees are paid in full or Vesalius College can reserve the right to prevent the student from receiving transfer credits.

**NB:** It is the responsibility of the student to arrange with the host university to send an official transcript to the Head of Academic Administration of the Vesalius College.

**NB:** All students approved for study abroad with a partner university are expected to write a 250-word experience report (with attached photo if possible).
and to submit the report to the Study Abroad Department by the end of the semester following the semester abroad.

**Types of Partnership Agreements:**

**Fee-Paying Study Abroad Agreements:**

With this type of agreement, the partner university bills Vesalius College for the student’s tuition and fees. The student then pays Vesalius College the fees for the study abroad semester. In some instances, the student will be required to pay tuition and fees directly to the partner university. Students going abroad with this type of agreement are not required to pay Vesalius tuition for the semester they are abroad. They are, however, required to pay the Study Abroad administrative fee to Vesalius College. Details of the arrangements should be obtained from the Study Abroad Director. Grades (including an F grade) and credits earned with study abroad partners transfer directly to the student’s Vesalius transcript.

**Exchange and Limited Exchange Agreements**

Under this kind of arrangement, students pay Vesalius College’s tuition and fees but take courses at the partner institution. With certain exchange partners, Vesalius College has established a limited exchange agreement whereby, once a certain pre-determined number of students have been exchanged, any supplemental student wishing to enrol at the partner school may do so under the terms of a fee-paying study abroad agreement. If a student wishes to study at a university represented by one of our consortium partners, fees and programme details will vary depending on the host school. Details of these agreements should be obtained from the Study Abroad Director. Grades (including an F grade) and credits earned with exchange partners transfer directly to the student’s Vesalius transcript.

Vesalius currently has agreements with the following institutions and consortia:

**In North America:**
- The Washington Semester at American University, Washington, D.C., USA
- Beloit College, Beloit, Wisconsin, USA
- Bentley College, Waltham, Massachusetts, USA
- Birmingham Southern College, Birmingham, Alabama, USA
- Brethren Colleges Abroad (BCA - consortium)
- Chatham University, Pittsburg, Pennsylvania, USA
- Covenant College, Lookout Mountain, Georgia, USA
- Council for International Educational Exchange (CIEE - consortium)
- Doane College, Crete, Nebraska, USA
- Educational Programmes Abroad (EPA - consortium)
- Hawai‘i Pacific University, Honolulu, Hawai‘i, USA
- Hobart and William Smith Colleges, Geneva, New York, USA
- Huron University College, London, Ontario, Canada
- International Student Exchange Programmes (ISEP - consortium)
- International Studies Abroad (ISA - consortium)
- Marymount University, Arlington, Virginia, USA
- Oglethorpe University, Atlanta, Georgia, USA
- State University of New York Institute for International Business, New Paltz, New York, USA
Academic Opportunities

State University of New York (SUNY, all New York campuses), New York, USA
Rutgers University, New Brunswick, New Jersey, USA
St. Louis University, St. Louis, Missouri, USA
University of Florida, Gainesville, Florida, USA (Summer Incoming Only)
University of Hawaii at Hilo, Hilo, Hawaii, USA
University of Mississippi, Oxford, Mississippi, USA
University of Missouri, Columbia, Missouri, USA
University of Scranton, Scranton, Pennsylvania, USA

In Europe:
The American University of Rome, Rome, Italy
Césina Centro Universitario, Santander, Spain
Dublin Business School, Dublin, Ireland
IE University, Segovia/Madrid, Spain
International University of Monaco, Monte-Carlo, Principality of Monaco
Koç University, Istanbul, Turkey
London Metropolitan University, London, UK
Middle East Technical University, Çankaya Ankara, Turkey
New Anglo-American College, Prague, Czech Republic
Richmond, The American University of London, London, United Kingdom
St. Louis University Madrid, Madrid, Spain
University American College Skopje, Skopje, Macedonia
University of Derby, UK
University of Lower Silesia, Wroclaw, Poland
University of Ljubljana - Faculty of Social Sciences, Ljubljana, Slovenia

In Latin America:
CESA Business School, Bogotá, Colombia
Instituto Tecnológico y de Estudios Superiores de Monterey (All Mexican campuses), Mexico
ITESO Universidad Jesuita de Guadalajara, Guadalajara Mexico
Universidad de Especialidades Espíritu Santo, Guayaquil, Ecuador
Universidad de las Americas, Puebla, Mexico
Universidad de Ciencias Empresariales y Sociales, Buenos Aires, Argentina
Universidad de Viña del Mar, Viña del Mar, Chile

In Asia:
Akita International University, Akita, Japan
Chonbuk National University, Jeonbuk, South Korea
Hallym University, Chunchon, South Korea
Kansai Gaidai University, Osaka, Japan
Konkuk University, Seoul, South Korea
Kyung Hee University, Seoul, South Korea
Peking University HSBC, Beijing, China

In Oceania:
Bond University, Queensland, Australia

As the Study Abroad Department regularly signs new partnership agreements, please consult the website for the most up-to-date partner list.
Studying at non-partner institutions:

If a student wishes to study abroad at a university with which Vesalius College has no exchange or study abroad agreement, he or she should apply directly to that institution, paying its tuition and other fees. During this semester abroad, the student will be considered as a temporary withdrawn student and has no financial obligation to Vesalius College, with the exception of the Courses Abroad administrative fee.

It is imperative that students consult with their academic adviser concerning their study plans. Student wishing to have credits transferred for taking courses elsewhere must obtain prior approval of the external courses from their academic adviser. If the courses for which you need approval are not in the domain in which your adviser specialises, you may need to obtain approval from another faculty member with more knowledge of the field. Above all, they must secure prior approval of the host university from the adviser if they wish to receive transfer credit for the courses taken while abroad.

Students must fill out and have their academic adviser / course professor(s) and the Head of Academic Administration sign the “External Courses Approval Request” form.

Upon return to the College, they will receive transfer credit for approved courses in which they earned a grade of C or above. However, the grades earned at non-partner institutions will not be transferred (and hence will not be included in a student’s cumulative GPA).

The following steps must be completed by the study abroad candidate:

1. Obtain an “External Courses Approval Request” form from the Receptionist
2. Fill out the form and list the courses to be taken at the host university
3. Obtain syllabi from the host university for the desired courses
4. Consult with the Head of Academic Administration to see if Vesalius has previously approved the desired partner university courses. If so, then there will be automatic approval for those courses
5. Consult the academic adviser, with syllabi in hand, for approval of the remaining courses for credit transfer. Please keep in mind that, if the courses for which you need approval are not in the domain in which your adviser specialises, you may need to obtain approval from another faculty member with more knowledge of the field.
6. Obtain the signature of the academic adviser regarding approval of university and of the selected courses.
7. The student must then check all of the boxes that pertain to the student’s responsibilities and then sign the form.
8. See the Head of Academic Administration, who will give final approval and will determine how your study abroad courses will fit into your overall curriculum worksheet. Obtain the signature of the Head of Academic Administration.

NB: It is the responsibility of the student to ensure that all Vesalius College and partner university fees are paid in full or Vesalius College can reserve the right to prevent the student from receiving transfer credits.
NB: It is the responsibility of the student to arrange with the host university to send an official transcript to the Head of Academic Administration of the Vesalius College.

Studying abroad during the summer term

Students wishing to study abroad during the summer term must follow the same guidelines as those above for study at partner or at non-partner universities, depending on the case.

Grade transfers for Vesalius Students Studying Abroad

Study abroad students are subject to the grading policies and guidelines of the host institution. In the case of study with a partner institution, letter grades received will be transferred directly from the host university transcript to the student's Vesalius College transcript. Grades will not be modified upon transfer, even if the grading scale differs between the host university and Vesalius College.

Summer Programmes

Vesalius College Summer Programme

The Vesalius College summer programme provides courses for college credit, for personal enrichment and for the enhancement of professional skills. The programme consists of six weeks of classes and one week of exams. Classes are scheduled for eight hours per week. Transcripts are issued at the end of the summer programme for the home institution of visiting students. Course offerings for the summer programme are posted on the website (www.vesalius.edu) in February. Vesalius College reserves the right to cancel courses that do not meet the minimum enrolment numbers.

For admission to the summer programme, a secondary school education and a command of the English language are required and should be demonstrated by appropriate documentation. Admission is decided on a case-by-case basis. In the case of EU nationals, while a student visa is not required to attend the summer programme, a student must hold a valid passport or identity card. It should be noted that admission to the summer programme does not constitute admission to Vesalius College as a regular student for either the fall or the spring semester.

Summer Programmes Elsewhere

Vesalius College students may take courses during the summer at other universities.

Administrative procedures for application to external summer programmes (partner programmes as well as non-partner programmes) are identical to those for application to study abroad programmes in the fall or spring.
RULES AND REGULATIONS

The College needs procedures and rules in order to run effectively and to maintain fair and appropriate academic standards. Academic advisers, the Head of Academic Administration, the Associate Dean, and the rest of the administration are important points of contact to help students navigate their way through their degree programme. But students must ultimately take personal responsibility for complying with the rules. They must know the rules, as laid out here in the catalogue, and must be responsible for completing and submitting in a timely manner the proper forms necessary to keep their own records up to date.

These rules and regulations apply to students in both the Bachelor’s and Master’s programmes. Exceptions for the students in the Master’s programme are noted.

Academic Standards Committee

For academic matters (BA programmes) a key body is the Academic Standards Committee (ASC), which is composed of faculty members appointed by the College Council. The ASC ensures that students have met all the requirements for graduation in their major. It ensures that the College’s regulations pertaining to individual student assessment and overall academic evaluation are applied in a fair manner. It can grant exemptions from certain rules. The dates and times of its meetings are publicised in the Vesalius Student Government (VSG) Bulletin and on notice boards throughout the campus. Student requests for exemptions must be received in writing at Vesalius College reception before the published deadline. Requests submitted after the deadline are considered at the next meeting. A student may appeal a decision of the Academic Standards Committee (for appeals of dismissals, see below). Appeals must be submitted in writing to the Associate Dean within five days of notification of the decision. If the request is clearly without grounds, the student will be notified in writing that the request has been refused. Otherwise an appeal committee will be convened within five working days.

The Master’s Programme has its own Academic Council (AC). It fulfils the same functions and follows the same procedures as the Academic Standard Committee.

Student Conduct Committee

Cases of academic dishonesty and other student misbehaviour come before the Student Conduct Committee, which is composed of faculty, students, and members of the administration.

Ombudsperson

In cases of dispute or concern, students may always consult the ombudsperson, whose job it is to mediate conflicts that may arise. To reach the ombudsperson, see the list of Key Contacts for Students.

Registration

In order to take courses at the College students must be officially registered. Registration for new students takes place during the orientation week preceding the start of their first semester. Registration for continuing students normally takes place during the preceding semester (see the academic calendar for dates). Continuing
students who defer registration until the orientation period are advised not to do so in case the courses that they want to take are oversubscribed. Vesalius students who are studying abroad or taking a leave of absence, as well as new students in the Master’s programme, may register by fax, post or email during the designated registration period but need to confirm their registration upon arrival.

**Academic advisers**

Each student has an academic adviser. Advisers help students make course and scheduling choices in line with academic requirements and students’ career goals. Students must meet with their academic advisers to discuss their course choices and the adviser’s signature is required on the registration form. The adviser must also sign a timetable of the courses that the student wishes to take in order to assure that the student has not registered for courses for which the scheduled meeting times overlap.

Advisers in the Master’s programme offer help to the students throughout the programme concerning their study track, the choice of the internship and the Master’s thesis topic, as well as other problems a student may encounter.

**Course load**

*Since the Master’s Programme has a fixed number of courses, the following is only relevant for the BA programmes.*

The normal course load is five courses with a G-code (6 ECTS per course) or four courses with a P-code (7.5 ECTS per course) for a total of 30 ECTS credits. Fulltime students must take courses for at least 22.5 ECTS; otherwise they are classified as part-time. Student may take a mix of 7.5 ECTS P-courses with standard 6ECTS G-courses if their course load does not exceed 33 ECTS, i.e. 2 P-courses plus 3 G-courses. Students who wish to take an overload, that is, a course load exceeding 33 ECTS, must petition the ASC in advance, which will decide without further appeal on a case-by-case basis. Students allowed to take an overload should note that an extra tuition fee is payable per course.

**Registering**

*Since the Master’s Programme has fixed courses, the following is only relevant for the BA programmes.*

To register for a course, students must:

- have met all prerequisites to the course as listed in the “Course Description” section of the Catalogue, or are expected to have met them by the end of the current semester when registering in the continuing students registration period.
- have passed HUM 201P in order to take a 300-level course.

If a student fails a prerequisite of a course at the end of the current semester, the student has to take the necessary steps to adapt course registration to the new situation before the end of the registration period of the next semester.
The number of places in each course is limited in order for the course to function properly. If a course is oversubscribed, the students will be placed on a waiting list at registration. Should places in the course subsequently become available, waiting-list students will be informed according to their position on the list. The deadline for adding courses from the waiting list is the same as that for adding any other course (see below). Students on the waiting list can attend classes with the consent of the professor, but can only add the course with the permission of the Head of Academic Administration, after completing a Drop/Add form.

Students may want to attend a course without earning a grade, in which case they are said to audit the course. Students may register to audit a course only after obtaining written permission from the Head of Academic Administration and the instructor on the Request to Audit form. Students who audit a course are expected to attend class regularly, undertake the readings, write the papers and participate in class discussions. Instructors may impose their own requirements on students auditing a course. Registration for an audit does not count towards calculating full-time status, though it does count in terms of workload.

Changes during the Semester

For various reasons students may wish to change the courses for which they have registered. Since the Master’s Programme has fixed courses, the following is only relevant for the BA programmes.

Adding a course

Students may add a course until the end of the second week of the semester. This is done by submitting a Drop/Add form to the administration. All students must obtain the approval of their academic adviser to add a course. Adding a course may not result in a course load of more than 33 ECTS credits unless a request for an overload has been approved by the Academic Standards Committee.

Dropping a course

In order to drop a course a student must submit a Drop/Add form to the administration. All Drop/Add forms must be signed by the academic adviser. During this period any student whose course load would fall below 24 ECTS credits must petition the Academic Standards Committee to become part-time.

Courses that are dropped during the first two weeks of the semester will not appear on the student’s transcript. Courses dropped between the third and ninth weeks will be recorded as Withdrawal Pass (WP) and will appear on the transcript but not figure in the calculation of the grade point average. Students may not drop a course and receive a Withdrawal Pass after the ninth week unless permission is granted by the Academic Standards Committee. There are two exceptions to these rules:

- A course dropped so that a student may take up an internship does not appear on the transcript.
- HUM 101P may be dropped at the end of the twelfth week only if the instructor invites the student to select this option. If the student and the instructor agree, the Drop/Add form must also include the HUM 101P instructor’s signature.
If a student drops a course after the ninth week and before the end of the twelfth week (or in the case of HUM 101P after the twelfth week), then the student will receive a Withdrawal Fail (WF). This grade will be entered on the transcript and will count as an F in the calculation of the student’s grade point average. Students who drop late must still file a Drop/Add form and additionally must seek permission from the Head of Academic Administration. Fulltime students for whom a drop will move their course load below 22.5 ECTS credits must also seek permission from the Head of Academic Administration.

Withdrawing from a course (except HUM101P) is not allowed after the end of the 9th week. After this time the course grade will be an “F”.

A student may decide not to withdraw completely from a course, but only to audit it, in which case no grade and no ECTS credit are given but the course appears on the student’s transcript with the indication Audit in the grade column. Prior to changing to an audit, the student must be registered for the course. The deadline for switching to an audit is the end of the 9th week.

Appeals concerning drops and adds

When the deadlines for dropping and adding courses have passed, a student may petition the Academic Standards Committee for a waiver of the deadline. The student must submit to the Head of Academic Administration a written request citing reasons for special treatment. In the case of adding a class, students shall be allowed to attend class if there is no waiting list until the Committee has reached a decision. Students who want to drop a course must continue to attend class while awaiting a decision.

Course Work

Syllabus

The key document for any course is the syllabus. This short document, to be distributed at the first class meeting, should contain at least the following information: the aims and content of the course, the textbook(s) and other reading materials, the progress of the course week per week, the way in which it will be assessed, the dates at which written work is due and when the mid-term and final examinations will be held, and contact information and office hours for the instructor.

Class attendance and participation

Vesalius College places strong emphasis on regular class attendance and participation, as these are required not only for students to master specific course content, but also for the class to develop a lively intellectual atmosphere. Therefore, it is expected that students will attend all regularly scheduled classes for the courses in which they are enrolled. Students should arrive on time and behave appropriately in class. An instructor may refuse access to latecomers and ask students who disturb a class to leave. In the case of repeated disturbances, the instructor may ask the Associate Dean to intervene, which could lead eventually to referral of the case to the Student Conduct Committee.

The College strongly disapproves of absences that have not been agreed upon in advance by the instructor, unless, of course, there is good reason, such as ill health. If classes have been missed for health reasons, a doctor’s certificate must be submitted to the administration. The instructor may decide not to approve an absence asked for
in advance if he or she does not consider the reason(s) acceptable.

Attendance requirements may vary from course to course. The requirements and conditions are stated in the syllabus and set by the instructor. The College administration will support instructors who adopt rigid attendance requirements. A first-year student or a student on academic probation who has a poor attendance record will be reported directly to the adviser. In the case of a student who is not on academic probation but whose attendance is poor, the instructor is requested to notify the adviser. In either case, the instructor may recommend to the Associate Dean that a student be suspended for the rest of the semester. The Associate Dean will make a decision only after consulting all parties concerned.

If students have been absent from a class for any reason, then they are responsible for finding out what they have missed including material covered in the class and any announcements made by the instructor, such as those concerning quizzes, tests, papers and presentations. Students are also responsible for promptly completing missed work and for arranging any make-up examinations. The instructor is not required to accept late work or to provide make-up examinations if there was no legitimate reason for the late submission or the absence.

The College, in scheduling classes on religious holidays, intends that students observing those holidays be given the opportunity to make up their work.

Assignments and late work

At Vesalius College, instructors schedule regular assignments, such as term papers, tests, quizzes and possibly other tasks. It is the student’s responsibility to complete assignments on time and to be present for any form of quizzes and tests. Equally, it is the instructor’s responsibility to correct and return assignments promptly. If the instructor does not return work, he or she must allow the student access to it, as well as the opportunity to discuss it with him or her. Students must submit homework or other class work assignments by the specified deadline unless they have certified medical, religious or other reasons for handing the work in late. Instructors may penalise late work, but their rules for doing so should be laid out clearly in the course syllabus.

Teaching evaluations

The College is concerned about the quality of instruction and conducts student evaluations of teaching. Each semester students have the opportunity to comment on a course. Early in the semester there is a short collective evaluation to detect any major problems. Toward the end of the semester, students have a longer, more formal opportunity to communicate their views concerning the course content and the teaching methods. Each instructor will later receive a report from the administration summarising, in anonymous form, the results of the student evaluations.

Assessment

Criteria for assessment

The ways in which a student’s work will be assessed should be specified in the course syllabus. It should describe the various elements of assessed work—examinations, papers, presentations, etc.—and fix the weighting of these elements in the final course
grade. Any significant deviations from the announced assessment scheme must be communicated to the Associate Dean in writing and justified.

**Grades and grading scales**

The final grades for a course are as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, F. “F” means that the course has been failed and that the ECTS credits for the course have not been earned. Note, too, that “F’s” count toward the calculation of grade point averages. All other grades are passing grades and receive ECTS credit.

Instructors have the option of assessing individual pieces of work on a numerical scale. The following table gives letter grade equivalents for scales of 20 and 100:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Scale of 20</th>
<th>Scale of 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>17.0-20.0</td>
<td>85-100</td>
</tr>
<tr>
<td>A-</td>
<td>16.1-16.9</td>
<td>81-84</td>
</tr>
<tr>
<td>B+</td>
<td>15.3-16.0</td>
<td>77-80</td>
</tr>
<tr>
<td>B</td>
<td>14.5-15.2</td>
<td>73-76</td>
</tr>
<tr>
<td>B-</td>
<td>13.7-14.4</td>
<td>69-72</td>
</tr>
<tr>
<td>C+</td>
<td>13.1-13.6</td>
<td>66-68</td>
</tr>
<tr>
<td>C</td>
<td>12.3-13.0</td>
<td>62-65</td>
</tr>
<tr>
<td>C-</td>
<td>11.5-12.2</td>
<td>58-61</td>
</tr>
<tr>
<td>D+</td>
<td>10.7-11.4</td>
<td>54-57</td>
</tr>
<tr>
<td>D</td>
<td>10.0-10.6</td>
<td>50-53</td>
</tr>
<tr>
<td>F</td>
<td>0-9.9</td>
<td>0-49</td>
</tr>
</tbody>
</table>

Instructors teaching relatives (defined as husbands, wives, parents, children and cousins) or intimate partners of either gender must inform the Dean. The Dean will appoint another person to assess and grade all of the student’s work (i.e., homework assignments, papers, presentations, mid-term and final examinations) that contributes to the final grade for the course.

**Examinations**

Students are not allowed to sit for an examination if they are not registered for the course or if their general registration is not in order. For the registration to be in order, the student must have submitted all original diplomas, certificates, test scores, and other required documents, and all tuition and fees must have been fully paid.

Examinations must be given by the instructor in charge of the course except in cases approved by the Dean. In the case of an emergency or other legitimate reasons for absence, the instructor can ask the Associate Dean to choose a proctor or a replacement for the complete examination procedure.

The instructor must adhere strictly to the examination schedule (time and place). If the instructor does not appear, students must wait 20 minutes, then, after contacting the administration, they may leave. The students must notify the Associate Dean, who will set a new date for the examination.

A student must adhere strictly to the examination schedule (time and place). If a student is unable to attend for serious documented reasons, the student must notify
the Head of Academic Administration and instructor before the examination. Subsequently, the student must present certificates validating the absence (e.g. a medical certificate signed by a physician) and complete an Incomplete Grade form with the instructor. If no acceptable documentation is presented, the grade for the examination is an F.

A make-up examination, which may be oral, can be arranged with the consent of the instructor if there is a legitimate reason for missing the scheduled examination. If the student knows in advance that he or she will be unable to attend an examination for legitimate reasons, the student should discuss arrangements for the make-up examination with the instructor prior to the absence.

Mid-term and final examinations are not allowed on Sundays, legal or academic holidays, or in periods other than stipulated above, without the consent of the Associate Dean. Students with documented learning disabilities may ask for special consideration in taking final exams, with the consent of the Associate Dean.

Mid-term examinations should, as a general rule, be held during the seventh week of classes. Mid-term examinations serve to help indicate how well a student is doing in the course, and to assist the student in deciding whether to continue in the course or to drop it. To this end, instructors file mid-term feedback reports with the Head of Academic Administration and these are distributed to academic advisers. Note that instructors are not required to hold mid-term examinations.

Final examinations are written and given during the fifteenth week of the semester. Any other form of final examination must be approved by the Dean and announced in the course syllabus. Final examinations are normally given in all courses except those that require significant independent or project work.

All final examinations are public. They are scheduled in a room on campus. Exceptions require a written agreement from the Dean. Written examinations are deemed public if the papers are available for inspection by an interested party. A student has the right to see the corrected examination paper after notification of the results. The final examination papers are kept in the external examiner files located in a place known to the public and are accessible during the first week of the semester following notification of the results. The College administration keeps the examination papers for at least three years.

Students who have three final examinations on the same day or two exams at the same time may request in writing a re-scheduled examination for one of the courses. This request must be made before the end of the 12th week to the Associate Dean. The make-up examination can be oral and must be taken before the end of the examination period.

Course Grades

Final grades must be submitted to the administration, using the appropriate form at least three working days before the meeting of the ASC. Grades are submitted in letter form from “A” to “F”. “A+” and “D-“ are not admissible as final course grades. On their grade reports, instructors must enter a grade for each student, or submit an appropriate Incomplete Grade form.
**Incompletes**

Students who cannot, for valid reasons, complete a part of the work of a course required for successful completion may, with the instructor's approval, take an incomplete for the course. The required form and accompanying letter of justification, indicating the work to be done and the deadline for completion must be duly completed and signed by instructor and student and handed in by the instructor along with the final grade report for the class. Exceptionally, if a medical condition prevents a student from complying with this procedure, the student should contact both the Associate Dean and the concerned professor. The deadline for completion of the work to be done by the student must not be later than the Thursday of the second week of the following term (including the Summer Term). The final course grade must be submitted to the Head of Academic Administration by the Friday. If the work is not completed by the above deadline, the “INC”, indicating an "incomplete", is automatically changed to an “F” grade (failure). In exceptional circumstances a request for a waiver to this regulation must be made in writing to the Academic Standards Committee (ASC), before the agreed deadline to make up for the incomplete. The request is to be documented. The ASC decides.

**Grade changes**

A final grade may not be changed, except in cases of material error or miscalculation, and with the consent of the instructor. A Change of Grade form must then be filled out and signed by the instructor and submitted to the administration.

**Upgrading “F” on Transcript after Course Successfully Retaken**

Students have the opportunity to retake a course they failed (i.e. where they obtained an “F”) and upgrade their “F”. This policy does not concern the Major Requirements that students are obliged to retake when having failed them.

- An “F” can only be upgraded when a student successfully passes the same course in which the “F” was originally given (the course does not have to be taught by the same professor). An upgraded “F” receives a specific code and does not count towards the GPA.
- The specific course may only be re-taken twice to upgrade an “F”.
- Each student can upgrade a maximum of three “F”s over the total VeCo programme. This does not include required courses which students must retake and pass.
- If the grade after two re-takes is still an “F”, the grade cannot be upgraded and remains on the record, even if the student re-takes the course yet another time and achieves a better grade. Students in this situation are NOT ALLOWED to take the course elsewhere and then request transfer credit for the course.

**Disputes about grades**

In cases where a student has concerns about the way in which assessment has taken place, there are three steps that the student can take. The first is to discuss the matter with the instructor. The second is to bring the case to the College’s ombudsperson, whose job it is to mediate conflicts that may arise between students and instructors. The third is to petition the Academic Standards Committee, before the end of the first week of the following semester, to review the case. The Committee will assess the
evidence on its merits but cannot change the grade; it may however ask the instructor
to reconsider the grade. The Committee will notify the student in writing of the
decision.

Academic dishonesty and other student misbehaviour

The College expects its students and faculty to be responsible members of the
academic community. Student conduct must be consistent with the highest standards
of academic honesty. Academic dishonesty includes, but is not limited to:

- The use of illicit aids during an examination
- Giving or receiving illicit aid in an examination
- Copying from another student’s examination, term paper, homework, etc. or letting
  another student copy work
- Unauthorised access to the computer accounts of others, modification of system
  facilities, subversion of the restrictions associated with accounts, etc.
- Using the exact words, data, or ideas of another without properly acknowledging
  their source or turning in one’s own work from another course without
  acknowledgement
- Theft of examination materials
- Falsification of works or records

Plagiarism, the undocumented and inappropriate use of someone else’s words, is a
trap for the unwary and can lead to severe penalties. At the end of this catalogue is a
text on avoiding plagiarism that is required reading for all students.

A system of academic honesty is perfectly compatible with teamwork that is done
under proper conditions. Working together is acceptable as long as the names of all
students in the group appear on the final document, which lists each student’s specific
responsibilities.

Students should be aware that handing in the same piece of homework, the same
paper, or significant parts thereof constitutes academic dishonesty. Students should
request permission from their instructors when they want to use work that has been or
will be handed in in another course at Vesalius College or elsewhere. If permission is
granted, then a specific reference to the prior work (including date, number and name
of course, title, etc.) must be made in a footnote or endnote.

Instructors will deal severely with all cases of suspected academic dishonesty. If the
instructor is convinced that a student has been academically dishonest, the instructor
grades the assignment as an “F” and notifies both the student and the Chairperson of
the Student Conduct Committee in writing of the alleged academic dishonesty.
Charges of academic dishonesty should only be lodged when proof or strong
cumstantial evidence exists to substantiate the charge.

The Chairperson of the Student Conduct Committee prepares a file containing the
relevant documentation. The only persons who will have access to this file are:

- the student or someone to whom the student (in writing) gives permission
- the Dean, the Associate Dean and the SCC Chair
- the person who lodged the complaint
- members of the Student Conduct Committee.
The Chairperson notifies the student that the student has been accused of academic dishonesty (or other misbehaviour), convokes a meeting of the Student Conduct Committee and notifies the student and the other interested parties in writing of the time and place of the hearing. The student may choose to be accompanied by counsel of his or her choice. This counsel may be a student in good standing, a member of the faculty or of the administrative staff. The student informs the Chairperson of this choice and provides the name and address of the counsel, if possible. If the student elects not to appear before the Committee, the hearing will be held in his or her absence. The student and other interested parties may produce either oral testimony or written affidavits.

The Committee meets first to review the evidence. The person(s) bringing the charges and the student(s) against whom the charges have been lodged are invited to join the Committee to present evidence. Testimony from other interested parties will be called as necessary. After hearing the evidence, the Committee dismisses all non-members and deliberates. For a decision to be carried, at least three affirmative votes are needed.

The Committee may impose any of the following sanctions:

*Warning Probation*: This lowest sanction consists of a warning letter placed in the student conduct file and is only applied in minor cases of misconduct. This sanction may also include activities to remedy actions that led to misconduct.

*Suspension*: For serious misconduct, students can be suspended from the college community. The Committee can decide whether a suspension is for a course or courses. Courses in the current semester from which a student is suspended shall be graded “WF”.

*Dismissal or Expulsion*: In cases of more serious or repeated misconduct, a student may be temporarily dismissed for one or more semesters or permanently expelled from the college community. A student expelled under such circumstances is not eligible for readmission.

In determining the sanction to be applied, the Committee will consider, on a case-by-case basis and considering College precedents in similar cases, the following:

- The student’s class standing. (e.g. whether it is the student’s first year or not)
- Whether or not the student in question has a previous record of misconduct
- The severity of the infraction (e.g. in a plagiarism case, the extent of material plagiarised, or the level of the course, e.g. 200 or 300-level)

Exacerbating and mitigating circumstances shall be considered at the Committee’s discretion. The sanctions are warning probation, suspension and expulsion.

Within a week of the hearing, a letter is sent to the student informing the student of the decision reached. He or she shall be notified of his or her right to appeal the decision and of the procedure to be followed.
All letters of sanction will be retained in the Student Conduct File until graduation. For transfer students, a copy will be included with the transcript. Sanctions of suspension and expulsion will appear on the student transcript.

The secretary of the Committee keeps an anonymous list of the disciplinary cases of the last four years on file indicating the given sanction, to ensure consistency in the sanctioning of misconduct.

The student, instructor and administrator each have the right to appeal a decision of the Student Conduct Committee to the Dean. The appeal must be in written form and contain substantive arguments. As long as an appeal is pending the sanction does not take effect. The appeal must be received by the Office of the Dean within one week of the student's notification of the sanction imposed by the Student Conduct Committee.

In the case of an appeal, the Dean hears the parties involved. He or she is responsible for the final review of the appeal in a reasonable time period and for notifying the student and Student Conduct Committee of the decision and its rationale. The Dean’s decision is final.

Other cases of student misbehaviour may also be brought to the Student Conduct Committee. These may be communicated in writing to the Chairperson by faculty, staff, or students. The procedures are similar to those for academic dishonesty.

**Academic Standing**

At the end of each semester the Academic Standards Committee assesses the class standing and performance of each student.

Students who drop out of any or all of their classes after the drop deadline, without providing any acceptable reason for termination, are discussed at the end-of-semester Academic Standards Committee meeting and treated as would any regular student, based on grades received.

**Class standing**

The number of credits earned by a student at any given time determines the student's class standing. Class standing determines eligibility for certain courses and programmes. There are six standings:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credits Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>first-year first semester</td>
<td>FY1 less than 30 ECTS</td>
</tr>
<tr>
<td>first-year second semester</td>
<td>FY2 30-59 ECTS</td>
</tr>
<tr>
<td>second-year first semester</td>
<td>SY1 60-89 ECTS credits</td>
</tr>
<tr>
<td>second-year second semester</td>
<td>SY2 90-119 ECTS credits</td>
</tr>
<tr>
<td>third-year first semester</td>
<td>TY1 120-149 ECTS credits</td>
</tr>
<tr>
<td>third-year second semester</td>
<td>TY2 150 ECTS credits or more</td>
</tr>
</tbody>
</table>

**Dean's List**

Each semester students who have performed exceptionally well are placed on the Dean’s List. To be put on the Dean's List the student must have achieved a semester grade point average of at least 3.4, have earned 24 ECTS credits or more at the College, and have no disciplinary sanction or notification of academic dishonesty on file. Part-time students who are working toward a degree are accepted on the Dean's
List if they have a cumulative grade point average of at least 3.4 over two consecutive semesters during which they acquired at least 24 ECTS credits. Students who have an incomplete grade at the conclusion of the semester are placed on the Dean’s List only if they have completed at least 24 ECTS credits with a semester grade point average of at least 3.4 and maintain that grade point average after receiving grade(s) for the incomplete course(s). Earning a place on the Dean’s List is recorded on the student’s transcript.

Academic probation

Students with poor academic performance in a given semester are warned by being placed on academic probation. Students who are on academic probation may only take a maximum of 24 ECTS credits. Their progress is closely monitored to help them improve their performance. A full-time student is placed on academic probation if any of the following conditions are fulfilled:

(a) the student’s semester GPA is below 2.0
(b) the student’s cumulative GPA is below 2.0
(c) the student has not earned a minimum of 48 ECTS credits in two consecutive semesters

For part-time students only conditions (a) and (b) apply.

A full-time student on academic probation who earns a semester GPA and a cumulative GPA of at least 2.0 during the semester, and has earned a total of at least 48 ECTS credits during the current and previous semesters is removed from academic probation. For part-time students, only the conditions on the GPA apply in order to be removed from academic probation. A student who does not meet the conditions for removal from academic probation may be dismissed.

Dismissal

Students with sustained or seriously poor academic performance may be subject to dismissal from the College. A student with a semester GPA below 1.3, even if not previously on academic probation, may be dismissed immediately. The Academic Standards Committee considers and rules on each case of dismissal individually. A student may ask the ASC to review the dismissal within five days of the notification of the decision. The request must be submitted in writing. If the request is not motivated by substantive arguments, the student will be notified in writing that it has been refused. The student may then, within five working days of receiving notification from the ASC Chair, appeal to the Dismissal Appeal Committee, composed of the department chairs and the Dean (or the Dean’s representative). There is no appeal from the DAC’s final decision.

Readmission after dismissal

A student who has been dismissed for academic reasons may apply for readmission upon the following conditions:

• at least one regular Vesalius College semester must elapse before applying for re-admission
• an application for re-admission must be submitted in writing to the ASC. It must contain documentation of activities, usually serious academic study, demonstrating the student’s fitness to resume studies at the College, as well as a personal statement that explains the motivation for continuing studies here. This request must be submitted before the end of the semester preceding the re-admission date.

Students who have been readmitted are placed on special academic probation. To regain normal standing they must take and pass, in the current semester, 24 ECTS credits with a grade point average of at least 2.0. If these conditions are not met, the student may be dismissed. The Academic Standards Committee considers and rules on each case individually.

Going part-time

A full-time student who desires to go part-time during an on-going semester must petition the Academic Standards Committee to do so.

Taking a leave of absence

Students desiring to interrupt their studies for one semester or more may do so by requesting permission to take a leave of absence. They must do so in writing to the Head of Academic Administration before the start of the semester they desire to take the leave. A student who does not do so is deemed to have dropped out of the College and must apply for readmission to the Head of Academic Administration at least two weeks before the start of the semester in which the student hopes to return.

Grade Reports, Transcripts and Diplomas

Shortly after the end of every semester, the Head of Academic Administration makes semester grade reports available to all degree-seeking students. Official transcripts are provided for study-abroad students.

Transcripts

Upon receipt of a Transcript Request form, the secretary to the Head of Academic Administration will provide transcripts (official cumulative grade reports bearing the seal of the College). A Transcript Request form is available from reception or on the College’s website. There is a fee of €2.50 per official transcript requested and students should expect their request to take five (5) working days to process. Neither transcripts nor grade reports are given to students who have unresolved financial or admissions obligations.

Diplomas

The graduation diploma is a numbered official document issued by Vesalius College. Legally it can only be issued ONCE-no replacement document is possible. It is signed by the Chairman of the Board of Vesalius College, the Dean and the Chairperson of the Academic Standards Committee. Each diploma records the student’s name, the degree earned and the date of graduation. A graduate’s diploma will be available for collection IN PERSON.
AVOIDING PLAGIARISM

The following is adapted from "How To Avoid Plagiarism," Department of English, Lafayette College.

The College will not tolerate academic dishonesty. Plagiarism is considered serious misconduct and is subject to severe disciplinary action. Your writing is expected to be your own, except for duly acknowledged borrowings. Plagiarism, the dishonest omission of such acknowledgment, makes another person’s fact, idea, opinion, line of argument or wording appear as your own, whether you copy it (use the exact words), paraphrase it (put it into your own words), summarise it or adopt its line of argument. Whatever the use, with or without quotation, each borrowing must be documented (common knowledge need not be documented, however.)

Here are some guidelines for avoiding the academic sin of plagiarism

**Quotation**

Even one or two words, if distinctive, must be identified as a quotation. Ordinarily, this is done by using quotation marks. A longer quotation, however, more than four lines of prose or two of verse should be set out as a block quotation, indented. (With block quotations, quotation marks are omitted as redundant.) Quotations must be reproduced with letter perfect accuracy, any additions or changes being carefully placed within brackets [like this] and any deleted matter being replaced by an ellipsis (three spaced dots).

**Documentation**

While a footnote is the most familiar acceptable form, there are a number of others. Proper documentation must show a book’s author, title, city of publication, publisher and date of publication, as well as under most systems of documentation the page(s) where the borrowed material occurs. For a periodical article, documentation will indicate author, article title, periodical title, volume number, year of publication and the page(s) containing the borrowed matter. Intentionally false documentation is, of course, dishonest.

If you have any doubt about whether documentation is needed, consult the instructor before handing in the paper. Err on the side of safety by fully documenting the sources.

**Some examples**

In order to clarify the boundaries between the acceptable and the unacceptable, consider the following sentences, all based on a passage from Paul Fussell, “The Stationary Tourist,” The Random House Reader. Ed. Frederick Crews. New York: Random House, 1981. 233-244.

In “The Stationary Tourist,” Paul Fussell contends that tourism “began more than a century ago, in England [when] the unwholesomeness of England’s great soot-caked cities made any place abroad ... appear almost mystically salubrious, especially in an age of rampant tuberculosis” (233-34).

Direct quotation, documented. Acceptable
The English considered foreign travel almost mystically salubrious according to Fussell (234).

*Quotation without quotation marks. Unacceptable even though documented.*

The English considered foreign travel “almost mystically salubrious,” according to Fussell (234).

*Partial paraphrase, documented with the brief quotation properly identified. Acceptable*

Tourism started more than a century ago in England. The great soot-caked cities were so unwholesome that any place abroad seemed almost mystically healthful by comparison (233-34).

*Half-baked paraphrase: the original with a few words changed around. Unacceptable even though documented.*

Paul Fussell believes tourism grew out of nineteenth century urban squalor: cities became so dirty and unhealthy that people took vacations to escape (233-34).

*Complete paraphrase, documented. Acceptable.*

Tourism grew out of nineteenth century urban squalor: cities became so dirty and unhealthy that people took vacations abroad to escape.

*Paraphrase, undocumented. Unacceptable.*
STUDENT SERVICES

For further information on items in this section see the Vesalius College website (www.vesalius.edu).

Libraries

Central Library – VUB Campus – Building C
Tel: +32 (0)2 629 25 05
www.vub.ac.be/BIBLIO/index_en.html
Opening hours during Academic Year:
  Mon-Thu: 9:00-21:00
  Fri: 9:00-19:00
  Sat: 10:00-16:00
Main Library – ULB, Solbosch Campus – Building NB
Tel: +32(0)2 6502377
www.bib.ulb.ac.be

On the main VUB campus the central library—supporting the humanities, the social sciences and the natural and formalised sciences—provides collections for students in all curricular areas. Students have full access to books and other materials shelved in open stacks and may obtain assistance from the computer search and interlibrary loan services. Library holdings number more than 400,000 volumes and 2,800 periodicals, as well as access to many online resources.

Vesalius College students also have full access to the library facilities of the French-speaking Université Libre de Bruxelles (ULB). Registration may be done at the loan desk of the ULB library, Solbosch Campus – Building NB. The ULB has campuses adjacent to and close by the VUB main campus. Both libraries have made arrangements for reciprocal use of their collections.

Vesalius College students may also use The Royal Library Albert I (Koninklijke Bibliotheek van België/Bibliothèque Royale de Belgique), which is situated in the centre of Brussels and can be easily reached by public transport. Registration and an annual fee are required to use the Royal Library (note: there is no lending, only consultation on site).

Together, the three libraries have a collection of more than five million books. To avoid unnecessary travelling, prior consultation of their online catalogues is recommended.

Self-Study Centre

Location: Building F, Level 1

This centre provides a place for students to study and consult reference books, dictionaries and periodicals. There are also collections of slides and videos that complement the lecture courses. The centres also have computers and printers that students can use. No books, materials or equipment may be taken out of the centres.

Computer Facilities

Locations: Vesalius College: Pleinlaan 5 and VUB campus, building B, level 0 (B002 &
Students have access to the VUB computer centres and to the dedicated computer room at Vesalius. Word processing, spreadsheet, database software and printers are available.

A data communications network, called VUBnet, connects most of the computer equipment available on the three VUB campuses. Fibre optic links and Ethernet cabling between all buildings provide for fast data transfers and easy access to local and remote servers. VUBnet ties into the Internet and, in particular, to Belnet, the Belgian Research network.

English and Math Workspace

The English and Math Workspace is a place where students who are struggling with language or math skills can come for assistance.

Students who wish to get this extra help with English can get in touch with Dr. Kate Connelly (kate.connelly@vub.ac.be) or can drop in during her office hours. She will deal with problems in English language, grammar and syntax, as well as with the structure and formatting of written assignments, research skills and bibliographies.

Dr. Koen Lefever will be offering numeracy assistance and tutoring for statistics and mathematics. Students can get in touch with him at kolefeve@vub.ac.be.

Counselling Service

The school psychologist Alex Anghelou provides confidential help for students with personal concerns, which may or may not be related to studying. Our professional psychologist helps students deal with their emotional, academic or relationship difficulties, as well as assists students to overcome culture shock and homesickness. For students with special problems, the counsellor works closely together with a team of qualified specialists.

Appointments may be made at the Vesalius College Reception or by phone.

Career Service

Vesalius College employs a career counsellor, Mona Shair (vesalius@key2advance.com), to help students, especially those in their last year, to explore their career options and search for employment. Meetings and services are announced during the semester to students in their last year. This service includes CV and cover letter writing workshops, interview training and networking sessions and seminars.

Dining

Locations: Cafeteria, KultuurKaffee, Sports Cafe (all on VUB Campus)

Reduced prices for students are available at the cafeteria upon presentation of the VUB student ID card. The KultuurKaffee is a place for dining as well as entertainment and live music is often offered at weekends. Beyond the campus, there are numerous
cafes, restaurants and “friteries” that cater to the student lifestyle.

**Sports Facilities**

All Vesalius students are permitted to make use of the VUB campus athletic facilities including track and field, weight room and swimming pool (for a fee). Additionally, Vesalius students may join VUB sports club teams. Vesalius College also fields its own sports teams, including a women’s football (soccer) team. Facilities for the following sports are available at the VUB sports complex:

<table>
<thead>
<tr>
<th>Aerobics</th>
<th>Basketball</th>
<th>Self-defence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td>Boxing</td>
<td>Squash</td>
</tr>
<tr>
<td>Basketball</td>
<td>Diving</td>
<td>Swimming</td>
</tr>
<tr>
<td>Boxing</td>
<td>Football (soccer)</td>
<td>Tennis</td>
</tr>
<tr>
<td>Diving</td>
<td>Gymnastics</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Football (soccer)</td>
<td>Judo</td>
<td>Weightlifting</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>Rock climbing</td>
<td>Yoga</td>
</tr>
<tr>
<td>Aerobics</td>
<td>Rugby</td>
<td></td>
</tr>
<tr>
<td>Badminton</td>
<td>Running</td>
<td></td>
</tr>
</tbody>
</table>
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Robert Zaman, M.A., University of Kent, adjunct professor, International Affairs
David Zaruk, Ph.D., Katholieke Universiteit Leuven, adjunct professor, Communications
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