MSc in Management

Information session
Who are we?

Michaël Dooms
• Program Director en Chairman of the Study Program Committee
• Michael.Dooms@vub.ac.be, Room C.2.13

Nikolay Dentchev
• Secretary of the Study Program Committee
Who are we?

- Renaat Vandekerkhof
  - Academic-career consultant MMS
  - stbfaces@vub.ac.be
  - Appointments: calendly.com/renaat-vandekerkhof

- Jonas Loos
  - Coordinator Internationalisation & Marcom
  - stbfaces@vub.ac.be, Room C.2.03
Agenda

• Programmes at our Faculty
• The programme: background, concept and courses
• Internship
• practical matters

  • Enrollments
  • Registrations
  • faculty website
  • Timetables
  • Myvub
  • Pointcarre
  • Study progress
  • Study Guidance Center
Programmes at our Faculty

• Communication Studies
• Bachelor in Social Sciences
• Political Sciences
• Sociology
• Economics, Management
Economics, Management

- **Toegepaste Economische Wetenschappen, 3 + 1**
- **Handelsingenieur, 3 + 2**
  - Ma in Bedrijfskunde, 1 year, in NL
  - Ma in Management, 1 year, in ENG
  - Ma in International Business, 2 years, in ENG
  - EuroMaster, 1 year, in ENG
Master of Management: background

• Main objective of the MiM/MiB: give business knowhow to (recent) graduates from a variety of backgrounds

• But: also open for people with experience

• Stronger focus on obtaining analytical skills (\(<-\) MBA: more focus on strategic skills)

• Clearer value proposition from a recruiter’s point of view
Concept of the program

- Evening program

- Preparatory programs
  - Combined enrolment possible
  - **BUT: pay attention:** you need to succeed for the preparatory program to obtain your MSc degree!

- Master program
  - Full-time or Part-time
Preparatory courses

*Preparatory program (1 semester, courses of 3 ects)*

- Introduction to Accounting
- Introduction to IT and Operations Management
- Introduction to Finance
- Introduction to Management, Marketing and HRM
- Economics for Business
- Quantitative Methods for Business

*(for academic master, 18 ects)*

- Research Methods for Business

*(for academic bachelors, 21 ects)*
Master Program courses

**First semester (courses of 6 ects)**
- Informatics for Management
- Management Strategy
- Financial and Managerial Accounting

**Second semester (courses of 6 ects)**
- Human Resources Management
- Strategic Marketing
- Supply Chain Management
- Corporate Finance and Investment Analysis

**Year course (course of 18 ects)**
- Master thesis
Student Representatives

What?

• The study program council convenes at least twice each academic year

  – The study program council produces proposals regarding the content, the format, the structure and the feasibility of study programs

Officially:

• 4 Management students

Please Register before 9 October:

Internship

- Not obligatory to take into the program
  It’s not possible to replace courses with an internship

- Extracurricular Internship is possible

- Internship offers and contracts: [www.vubcareercenter.be](http://www.vubcareercenter.be)
Master Thesis

- **More time** for the master thesis
  - MA-courses 2nd semester in April (instead of June)

- **MATHIS** (master thesis information system)
  - Chose topic + promotor
  - Communication

- **Plagiarism software**

- **Thesis café**

Questions?
> masterthesis.es@vub.ac.be
How to apply

FAQ ADMISSIONS

Submit application | Programmes | Deadlines | How to apply | Language requirements | Academic requirements | Tuition fees | Scholarships | Enroll & Prepare your stay | Contact

SUBMIT AN APPLICATION

Students who did not obtain a Flemish degree need to submit an application. The application will be processed by the Student Administration Centre and the faculty's selection committee.
<table>
<thead>
<tr>
<th>MAIN NUMBER</th>
<th>TUITION FEES</th>
<th>VISITORS ADDRESS</th>
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<tbody>
<tr>
<td>+32 2 614 86 92</td>
<td>+32 2 614 86 88</td>
<td>PLEINLAAN 9 - 1050 BRUSSELS</td>
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<td>CERTIFICATES</td>
<td>WORKING STUDENTS</td>
<td>POSTAL ADDRESS</td>
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<td>+32 2 614 86 86</td>
<td>+32 2 614 86 86</td>
<td>PLEINLAAN 2 - 1050 BRUSSELS</td>
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</table>

**Enrollment**

**Opening Hours Until 6 October**
10 AM – 4 PM (Enrollments by Appointment)

**Opening Hours from 6 October**
To be announced

*Helpdesk application and enrolment*

*Studentenadministratie@vub.ac.be*
Application >> Enrollment

- Actual enrolment
  - Signing the enrolment contract makes you officially a student of VUB.
  - The next step is activating your online VUB key: the so called NetID.
  - Did you not get the necessary e-mail invitations? Please proceed to the enrolment help.
  - Any NetID issues? Please proceed to the ICT Helpdesk.
Enrolling in programme vs registering for courses!

Enrolling in Programme

- Application procedure
- Check our website for details!
- Deadline: 7th of October

Registering for Courses

- Enrolled in programme
- Activate Net-id (24h delay)
- Go to ‘Student Selfservice’
- Deadline: 15th of October
Other issues regarding your enrollment?

CONTACT DETAILS

Address
Student Administration Center
[A] Pleinlaan 9 (ground floor)
1050 Brussels
[E] sac@vub.ac.be

Postal address
Pleinlaan 2
1050 Brussels
Enrollment help > STUDENT.VUB.BE

- 23/9/2016 - Info UPDATE: Buy your books at the Standaard Student Shop
- 22/9/2016 - News Possible interruption to availability of timetables due to IT changes
- 22/9/2016 - Info Master and PhD students with entrepreneurial ambitions - register now!
- 20/9/2016 - News Orientation Day for New International Students – Welcome to the VUB!
- 20/9/2016 - News Welcome Weeks at the VUB - join in and celebrate your new adventure with ESN Brussels

All news

- New rector announces team of vice-rectors
- What’s new for students this year?
- Boosting entrepreneurship since 1995
- Students around the world. Street Art Graffiti Ethiopia

E-TOOLS

POINTCARRÉ
SELF-SERVICE FOR STUDENTS
VUB PHONE BOOK
WEBMAIL

PLANNING & ADMINISTRATION

STUDENT INFORMATION HUB
HOW DO I REGISTER MY COURSES?

There are three ways to register your courses:

I'll join a group session >>>

I'll come to the campus >>>

I'll try it online >>>

Log on into the Student SelfService with your NetID.

Select your courses, confirm these and check in detail your shopping cart before you finish the registration.

Go to the course registration step by step.
Course registration in Selfservice
Course registration

Elective

Niet afgeleverd: The student needs to choose one elective course.

- Eenh.: 6.00 vereist, 6.00 gevolgd, 6.00 nodig

Met de volgende studiepunten kan aan de vereisten worden voldaan:

Studiepunten:

K越+014232ENR Biotechnology
KEN+013676ENR Technology and applications of micro-electronics and electronics
KEN+015677ENR Malenweg 2, 1500 Brussels

Module 2 Business and Technology

Niet afgeleverd: All of the students who (almost) finished ‘Module 1 Business and Technology’, can continue with ‘Module 2 Business and Technology’. This is the module that corresponds with the second year of the model trajectory. In this module the student needs to finish a package of compulsory courses, entrepreneurship courses and needs to choose some elective courses.
**Course registration**

- Units: 60.00 required, 0.00 taken, 60.00 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
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<tr>
<td>HANDING1015731ANR</td>
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<td>6.00</td>
<td>2e semester</td>
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<td>Management Informatics</td>
<td>6.00</td>
<td>1e semester</td>
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</table>
Helpdesk course registration

Course registration step by step

Go to your Student SelfService and log in with your NetID and password.

Follow these 10 steps.

1. Tab 'add classes'
2. 'Search by my requirements'
3. Course detail - select a part of the course
4. Confirm the part of the course
5. Overview 'parts enrolled in automatically and still need to register yourself'
6. Confirm the entire course
7. Shopping cart
8. Check and 'finish enrolling'
9. The results of your course registration
10. Check your courses
Platform: Learning platform & Workstation

My learning platform
- PointCarré

My workstation
- Office 365
Website Faculty ES: check student.vub.be

FACULTY SECRETARIAT
Building C, 2nd floor, room C2.03
Pleinlaan 2
1659 Brussel
[0] MON - FRI 09:00 - 12:30
14:00 - 18:00
[T] 02 629 25 08
[F] 02 629 36 45
[E] faces@vub.ac.be
more >>>

NEWS
- 14/09/2017 - Nieuws
  Compile your personal timetable
  My Timetable
- 03/09/2017 - Nieuws
  All about entrepreneurship and business: Starter Seminars
- 01/06/2017 - Miscellaneous
You need to succeed for at least **60% of the credits that you register for** (ects)

*If you don’t do this – Binding conditions in 18-19*

*At least succeed for 75% of the credits that you register for including those courses that you register for a third time*

*If you don’t succeed in this: refusal to re-enroll in 19-20*

Students who obtain (after the second chance exams) **0 credits**, will immediately get a refusal to re-enroll in 18-19
Study guidance centre - SGC
Tailor-made professional guidance in every step of your academic career
A motivated team of specialised counselors

- Study advisors
- Student psychologists
- Learning path counselors for each faculty
SGC - goals

To increase your

- Study efficiency
- Student welfare
The Study Guidance Centre offers personalized study guidance and a quiet place to study.

**Individual guidance as well as group training sessions**

- Choosing a degree/reoritation
- Transition from secondary education (SE) to higher education (HE)
- Study skills
- Academic language skills
- Exam skills
- Learning pathway counselling
- Course content related counselling
- Student welfare: fear of failure
- Studying in special circumstances (sickness, learning disorder, autism, combining work and studies, ...)
- Questions with regard to exam and education regulations
SGC - contact

Call, mail or drop on by.

Campus Etterbeek
[A] Building F level Esplanade  
[T] 02 629 23 06  
[M] guidance@vub.ac.be

Campus Jette
[A] Geïntegreerd Begeleidingslandschap (GBLJ) – room A.053A  
[T] 02 477 44 81  
[M] guidance@vub.ac.be

Campus Kaai [only through appointment]
[A] A.105  
[T] 02 629 23 06  
[M] guidance@vub.ac.be
SBC – meeting point

Drop in at the SGC-meeting point without an appointment

Campus Etterbeek [Monday – Friday]
Continuously during the academic year: from 9AM to 5PM

Campus Jette [Monday – Friday]
Weeks with courses, pre-exam study weeks and exam weeks: 9AM to 5.30PM
Course-free weeks: 1pm to 4PM
Do you want to work in group, study in peace or need a place to go between classes? You are very welcome at the SGC.

Campus Etterbeek

[Monday – Thursday]

Weeks with courses, pre-exam study weeks and exam weeks: 9AM to 6PM
September: 9AM to 5PM

[Friday]

Weeks with courses, pre-exam study weeks and exam weeks: 9AM to 5PM
SG – interesting links

Other practical matters

• All enrolment related matters (attestations, official letters, payment issues, etc.) => Student Administration Centre

• All program related matters (timetables, exemption demands,…) => Faculty ES => stbfaces@vub.ac.be

• Or contact me: stbfaces@vub.ac.be or make an appointment: https://calendly.com/renaat-vandekerkhof

• Check your VUB e-mail account!
Questions

• Any questions?

• Good Luck!