

UNIVERSITY OF ANTWERP  
**Faculty of Applied Economic Sciences**  
 ACADEMIC & GENERAL INFORMATION 2013-2014  
 FOR ERASMUS / EXCHANGE STUDENTS

<b>Name in English</b>	<b>UNIVERSITY OF ANTWERP</b> <b>Faculty of Applied Economic Sciences</b>
<b>Head of the institution</b>	Prof. dr. Alain Verschoren
<b>Dean Faculty of applied economic sciences</b>	Prof. dr. Rudy Martens
<b>University code &amp; charter</b>	B ANTWERP 01 103466-IC-1-2007-1-BE-ERASMUS-EUCX-1, 2013
<b>Address</b>	University of Antwerp Faculty of Applied Economic Sciences City Campus Prinsstraat 13 B-2000 Antwerpen
<b>ECTS Departmental Coordinator</b>	<b>Prof. Dr. Liliane Van Hoof – Room Z-204</b> Tel. + 32 3 265 50 28; Fax. + 32 3 265 40 79 E-mail : <a href="mailto:liliane.vanhoof@ua.ac.be">liliane.vanhoof@ua.ac.be</a>
<b>Erasmus Adm. Coordinator</b>	<b>Mrs. Gerda Boeckx – City campus Room A-002</b> Tel. + 32 3 265 47 98; Fax. + 32 3 265 40 79 E-mail : <a href="mailto:gerda.boeckx.1@ua.ac.be">gerda.boeckx.1@ua.ac.be</a>
<b>Website</b>	<a href="http://www.ua.ac.be">http://www.ua.ac.be</a> <b>Faculty of Applied Economic Sciences :</b> <a href="http://www.ua.ac.be/TEWENG">http://www.ua.ac.be/TEWENG</a> (English version)

## IMPORTANT DEADLINES / GENERAL INFORMATION

<b>NOMINATION</b>	<p>The nomination has to be done by the institutional or departmental coordinator of the home university using the excel-sheet provided by Ms. Willems of the international office at UA. Only nominations within the deadline will be accepted.</p> <p><b>APRIL 15, 2013</b> if the student <u>needs a visa</u> to study in Belgium <b>MAY 1, 2013</b>, when no visa is required (nationalities of the European Union, Norway, Iceland, Liechtenstein, Monaco or Switzerland) The Faculty of Applied Economic Sciences only maintains <b>one nomination period</b> before the academic year starts: <b>April 15 and May 1, 2013</b></p>
<b>APPLICATION</b>	<p>Once the students are correctly nominated at the University of Antwerp, they will receive within a few days via e-mail a manual for the application and the instructions to register in <b>Mobility-Online</b>. All applications need to be submitted via the online system Mobility-Online before the deadline. Mobility-Online is an important online platform for all exchange students. It is used for submitting the application and the management of their mobility file (by the student and the <i>backoffice</i>) during their study period in Antwerp. Read the <a href="#">Manual for incoming exchange students (2013-2014)</a> carefully. All information regarding a successful application, where to find information, what to do upon arrival etc. can be found there.</p> <p><b>DEADLINES FOR THE APPLICATION:</b> <b>MAY 1, 2013</b> if the student <u>needs a visa</u> to study in Belgium <b>JUNE 1, 2013</b>, when no visa is required (nationalities of the European Union, Norway, Iceland, Liechtenstein, Monaco or Switzerland)</p> <p>The Faculty of Applied Economic Sciences only maintains <b>one APPLICATION period</b> before the academic year starts: <b>May 1 and June 1, 2013</b></p>
<b>ACCOMMODATION</b>	<p>The Office for student affairs (STIP) can give information on how to find a room during your stay in Antwerp. You can consult the following database for available accommodation: <a href="http://www.studentkotweb.be">http://www.studentkotweb.be</a> International semester students have to fill the request for accommodation through mobility online</p>

<b>INSURANCE</b>	<p>All students are advised to take a travel insurance policy to cover medical expenses, repatriation, loss or theft of property.</p> <p>Students from the European Union and from Norway, Iceland, Liechtenstein and Switzerland are insured during their stay in Belgium through the medical insurance company in their home country.</p> <p>For further information check also :  <a href="http://www.ua.ac.be/main.aspx?c=.ENGLISH&amp;n=25495">http://www.ua.ac.be/main.aspx?c=.ENGLISH&amp;n=25495</a></p>
<b>VISA REQUIREMENTS</b>	<p>Nationals of European Economic Area countries<sup>1</sup> or from Monaco or Switzerland may move freely. They may travel to Belgium on the strength of a national passport or identity card.</p> <p>All other nationalities should apply for a student visa (<b>type D</b>) with the Belgian embassy or consulate in their current country of residence before leaving for Belgium, if they want to stay in Belgium for longer than 3 months. Exceptions to this rule may be possible if you hold a passport or a residence permit for a Schengen country. If this is the case, please contact the embassy or consulate for more information.</p> <p>All exchange students with visa requirements will receive an invitation letter from the International Relations Office.</p> <p>For more information :  <a href="http://www.ua.ac.be/main.aspx?c=.ENGLISH&amp;n=71541">http://www.ua.ac.be/main.aspx?c=.ENGLISH&amp;n=71541</a></p>
<b>REGISTRATION AT THE HOST TOWN</b>	<p>All students who will be staying in Antwerp longer than 3 months have to apply for a residence permit. The 'Residence Permit' is <b>a requirement</b> for all nationals not belonging to the European Union, Norway, Iceland, Liechtenstein, Monaco or Switzerland AND staying longer than 90 days in Belgium. You must register at the municipality/department of foreigners <b>within 8 working days after arrival</b>.</p> <p>European exchange students staying for one semester, however, are advised not to start up the application procedure. The registration for the 'Residence Permit' is done with the help of the <b>International Relations Office (IRO)</b>.</p> <p>Further information can be found at :  <a href="http://www.ua.ac.be/main.aspx?c=.ENGLISH&amp;n=83111">http://www.ua.ac.be/main.aspx?c=.ENGLISH&amp;n=83111</a></p>
<b>ESN</b>	<p>The Antwerp branch of the Erasmus Student Network (ESN) organises student activities for international exchange students throughout the year. Each semester starts with an 'Ice-Breaking Week': a great occasion to meet lots of new people, international and Belgian students. More information on the ESN student activities will be sent before departure for Antwerp. You can find contact details from the ESN team on  <a href="http://www.esnantwerp.org/">http://www.esnantwerp.org/</a></p>
<b>TRAVEL INFORMATION</b>	<p><a href="http://www.brusselsairport.be">www.brusselsairport.be</a>  <a href="http://www.b-rail.be">www.b-rail.be</a></p>

## ACADEMIC CALENDAR 2013-2014

<b>Fall 2013 – 1st semester</b> Orientation day (general info) Orientation day (academic info) Classes begin Classes end Exams start Exams end Christmas break Holidays :	<b>23 September 2013 – 31 January 2014</b> 19 & 20 September 23 September 24 September 21 December 6 January 31 January 23 December – 4 January 1 & 11 November
<b>Spring 2014 – 2nd semester</b> Orientation days (general info) Orientation day (academic info) Classes begin Classes end Exams start Exams end Easter break Holidays : Labour Day Ascension day Whit Monday	<b>10 February 2014 – 28 June 2014</b> 6 & 7 February (to be confirmed) 7 February (to be confirmed) 10 February 23 May 26 May 29 June 7 – 20 April  1 May (University closed on 2 May as well) 29 May (University closed on 30 May as well) 9 June
<b>Resit Exams</b>	18 August – 6 September

## ACADEMIC INFORMATION

<b>LANGUAGE OF INSTRUCTION</b>	Dutch A number of courses are offered in English in the faculty of Applied Economic Sciences.
<b>LANGUAGE REQUIREMENTS</b>	It is essential for a successful stay as an Erasmus exchange student in the Faculty of applied economic Sciences that students have a good command of English, oral as well as written.
<b>CERTIFICATE STATING KNOWLEDGE OF ENGLISH</b>	Not native English speakers return the language certificate completed and signed by the coordinator of the home university together with the ECTS application form. The certificate is only valid when accompanied by the required test results. <ul style="list-style-type: none"> <li>• TOEFL iBT Certificate, with a minimum score of 57 ( <a href="http://www.ets.org/toefl">http://www.ets.org/toefl</a> )</li> <li>• Cambridge First Certificate ( <a href="http://www.cambridgeesol.org/exams/fce/index.html">http://www.cambridgeesol.org/exams/fce/index.html</a> )</li> <li>• IELTS Certificate, with a minimum score of 4,0 ( <a href="http://www.ielts.org/">http://www.ielts.org/</a> )</li> <li>• Certificate of the Language Centre at the Home Institution, testifying that the level of English of the student corresponds to (or surpasses) level CEFR B1.</li> </ul>
<b>LANGUAGE COURSES</b>	Detailed information can be found at <a href="http://www.ua.ac.be/main.aspx?c=.ENGLISH&amp;n=43525">http://www.ua.ac.be/main.aspx?c=.ENGLISH&amp;n=43525</a>
<b>COURSES OFFERED IN ENGLISH + COURSE DESCRIPTIONS</b>	A list of courses offered in English and a document with course descriptions can be found on the website: <a href="http://www.ua.ac.be/main.aspx?c=*TEWENG&amp;n=63905">http://www.ua.ac.be/main.aspx?c=*TEWENG&amp;n=63905</a>

	<p><b>Bachelor courses</b> It's recommended bachelor students have completed successfully at least 120 ECTS credits at the home university since most of the bachelor courses offered in English are at advanced level.</p> <p><b>Master courses</b> Only students who completed at least 150 ECTS credits successfully at the home university are allowed to register to master courses and provided they meet the requirements set for each course (requirements can be found in the document with course descriptions or on the website : <a href="http://www.ua.ac.be/TEWENG">www.ua.ac.be/TEWENG</a> : Bachelor and Master Curriculum).</p>
<b>ECTS LEARNING AGREEMENT</b>	<p>To be submitted together with the application. Provisionally approved LA (including remarks) will be returned to students half of July at the latest. Upon arrival students may have to revise the learning agreement. Two week add/drop period. Confirmation of the study program two weeks after the start of the semester.</p>
<b>REGISTRATION TO COURSES</b>	<p>Students select courses using the SisA-selfservice for students. This can only be done electronically, after logging in at the SisA-selfservice. Login details (name and password) will be provided upon registration at University of Antwerpen. Detailed information can be found in the leaflet 'SisA Selfservice for students (distributed during the orientation sessions organized by the International relations office and <a href="http://www.ua.ac.be/sisastudent">www.ua.ac.be/sisastudent</a> where a user guide for students can be consulted.</p>
<b>EXAMINATIONS</b>	<p>Students are normally allowed to take an examination for a course twice a year. <b>First session</b> examinations are held at the end of each semester **. Students are registered for the semester examinations automatically. <b>Second session</b> examinations (i.e. resits) take place at the end of August and at the beginning of September. Students who wish to take resit examinations have to register in sisa. Detailed information on the procedure will be provided in a letter attached to the transcript of records (TOR).</p> <p>Transcript of records will be sent out : 1<sup>st</sup> semester students : end of February at the latest 2<sup>nd</sup> semester and full year students: half of July at the latest</p> <p>The examination regulations are available on the university's website (translation in English) <a href="http://www.ua.ac.be/examregulations">www.ua.ac.be/examregulations</a></p> <p><i>** Students who start with classes at the home university beginning of January are allowed to sit the written examinations at the home university:</i></p> <ul style="list-style-type: none"> <li>- <i>on request of the home university coordinator</i></li> <li>- <i>the exam will be organised at the home university at the same date and same time the exam is scheduled in Antwerpen and supervision will be guaranteed</i></li> </ul>