

International Business School The Hague



Student Handbook

2021 – 2022

INTERNATIONAL BUSINESS SCHOOL THE HAGUE STUDENT HANDBOOK

2021-2022

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International Business School The Hague

IBSH

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Dear Students,

Welcome! On behalf of the International Business School The Hague and its staff I would like to congratulate you on your acceptance by IBSH.

If you will allow me, let me take this opportunity to explain to you how remarkable the degree you are working towards really is: a professionally driven, truly international and quality-assured degree programme.

IBSH's programmes are based on the work and input of some of the best academics, managers, and directors that have been teaching Business Studies for years. IBSH's good reputation is based on this unique quality of professional integration, which we offer our students. Our courses come straight from the boardroom to your classroom.

IBSH's classrooms have been meticulously crafted to provide the broadest international experience to the students. The teachers are chosen for their experience in an international environment and the students selected provide an equally international classroom interaction. Our students are admitted from countries as diverse as Russia, Mauritius, the USA, China, Vietnam, and, of course The Netherlands and other European countries.

IBSH's international and professionally-driven programmes, which are taught in English, are fully validated by our EU partners and meet the most stringent international requirements as laid out by the QAA (Quality Assurance Agency for Higher Education -UK) and / or the Foundation for the Accreditation of Study Programmes in Germany. Rest assured: IBSH cuts no corners in the provision of the highest quality education.

As a student of IBSH, you are now part of the IBSH family. Take advantage of this unique opportunity to further broaden your horizons. We hope that you will be touched by the spirit of excellence that is characteristic for IBSH and that you will become an outstanding professional and dynamic leader in your field. On behalf of the IBSH faculty let me once again congratulate you on your successful application. Welcome to the IBSH family!

Sincerely,



Hans (CJ) Kok PhD, Dean

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Programme staff list and contact details

The following members of staff are those who have a major input into your programme.

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IBSH

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Registrar

Admin@ibsthehague.nl

Hans Kok

IBSH

Lange Kleiweg 12

+31(0)702629477

Dean / Course coordinator

Hans.kok@ibsthehague.nl

E-mail

Every student receives an IBSH email address. Students are expected to check their email on a daily basis from Monday to Friday during term time.

Your contact and personal details

You should ensure that we are kept up to date of your contact details to ensure that all important communication reaches you. Ensure that any changes are immediately reported to the administration staff.

Giving your feedback- suggestions and complaints

If you have a suggestion or a complaint about any aspect please raise it with the person concerned in the first instance. If you are not satisfied with the outcome you can progress the matter through informal and formal procedures step by step up the management structure of IBSH

Data Protection and Privacy

The information that you provide at enrolment is held on a computerised database and maintained in accordance with European Data Protection laws. We ensure that the data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law.

IBSH Programme Academic Rules and Regulations

The Programmes

General:

All programmes at IBSH are full-time, modular programmes.

- Students are expected to complete 60 ECTS per academic year.
- Students must achieve 180 / 240 ECTS (BA) or 120 ECTS (MA) to graduate from the degree programme.
- All students on a full-time, three / four-year degree must complete the programme within a maximum of six years from the time of initial registration in order to qualify for the degree certificate. For the two year degree, the maximum time allowed is 4 years .

Entry Requirements

BA (Honours) in Business Studies: and BA (honours) in International Relations and Diplomacy

- A secondary school/high school diploma equivalent to the Dutch HAVO or VWO level (see <https://www.nuffic.nl/en/publications/?>).
- Proficiency in English is essential (please see below 'English Language Entry Requirements').
- An admission interview, if deemed necessary by IBSH
- The students must possess and be able to use a laptop with Office suite software installed.

Master programmes: Master in Business Administration and Master in IT management:

- Relevant Bachelor degree equivalent to 180 ECTS (3 year full-time). Non-EU degrees may be subjected to degree evaluation.
- Proficiency in English is essential (please see below 'English Language Entry Requirements').
- An admission interview, if deemed necessary by IBSH
- The students must possess and be able to use a laptop with Office suite software installed.

English Language Entry Requirements

- The students must have competence in English language. IBSH requires a TOEFL score of 60 or equivalent. In the case students don't fulfil this criterion, or in the case deficiencies in language competence are evident during the programme (such to the discretion of the IBSH English language department), students will be required to take additional language training in the IBSH English department.

Entry Applications

- Students applying at IBSH must complete an application form and submit it along with the required attachments. Only complete application files will be processed.
- An admission interview may be part of the admission process.

- Admission, or rejection of the application, is dependent upon approval by IBSH on the basis of the application file. In case of rejection, no appeal is possible.
- Students who have gained credits on a recognized university degree programme elsewhere are invited to apply for a Credit Transfer. All such applications must be supported by sufficient official academic records and transcripts. Successful applications are dependent upon approval by IBSH. This may lead to module exemptions or, for BA students, direct entry in the second semester, or - quite exceptionally – the third semester.

Intakes

- IBSH offers two intakes into the programmes: one in September (autumn) and one in March (spring).
- For those students who commence studies in the autumn, September will mark the commencement and July the end of the academic year. For those students who commence studies in the spring, March will mark the commencement and February the end of the academic year.

Module Load

- All students are expected to pursue 60 ECTS per academic year.
- The students are not permitted to 'drop' a module.
- Students who fail to attend class (see Attendance Requirements) will be prohibited from completing the assessed work for that particular module and will be given a grade of 'zero' for the module concerned. The module in question will then be recorded on the student's transcript as a 'failed module'. The student will be expected to retake the module in full. However, he/she may be allowed by the Examination Board to redeem the failure as a referral by taking a re-sit examination.
- Students who fail to pay the semester's tuition fees in full will be prohibited from receiving any official document from IBSH nor any piece of information regarding their grades until full payment is made. No decision will be taken at the Examination Board regarding those students whose fee payment is still outstanding.
- Students who fail to submit an assessable component of the total module assessment (i.e. assignments/quizzes/presentations, mid-term exam or final exam), as detailed in the Module Narrative, will be awarded a 'zero' grade for the missing assignment. In this case, the student may address a request to the Special Cases Committee at the end of term. Should the Committee deem it acceptable, the student will have the option to take an uncapped re-sit examination.

Attendance Requirements

- Class attendance is mandatory.
- Students are allowed to miss two sessions per course whatever the reason for the absence may be.

- Absences are counted per session.
- Students are considered 'late' if they arrive after the time announced for the start of class up until 45 minutes past the starting time of the session. After 45 minutes they will be registered as absent. Being twice late is equivalent to one absence. Latecomers are expected to sign the "Latecomers' Registry", otherwise they will be registered absent.
- Students leaving the classroom before the end time of the session will be registered absent, unless they have the teacher's permission.
- From the 5th absence onwards (3rd absence for the one-session per week courses), the students will be prohibited from taking part in any assessment (tests, presentations, projects, and examinations). They will be awarded a 'zero' grade and will be expected to retake the module in full. However, they may be allowed by the Examination Board to redeem the failure as a referral by taking a re-sit examination.
- All absences are counted, not excused. However, exceptional circumstances may cause absences to be excused, at the discretion of the Special Cases Committee, on the grounds of a written request and, if relevant, appropriate evidence (see Mitigating Circumstances).
- Where the teacher modifies the schedule, he/she has to consult all the students in class and decide the new schedule with them. The students who inform the teacher, on that occasion and no later, that they cannot make it will be excused. Absentees must inform that teacher at the next available opportunity. Once agreed, the students are bound to be present and will be marked absent if they miss the class.

Progression

- The pass-mark for BA modules is 55%, for Masters modules 55%
- Module marks remain provisional until confirmed by the Examination Board at the end of a student's academic year.
- All failed modules must be retrieved at the next available opportunity as determined by IBSH.
- All students are expected to pursue 60 ECTS per academic year in order to be permitted to progress to the next year.
- At the discretion of the Examination Board, a student may progress to the next academic year 'trailing' a maximum of 10 failed ECTS, provided that his/her year average is a minimum of 55% and the failed module is not a prerequisite for other modules. Failures can only be carried into the next year, but not beyond.
- A student will not be permitted to take re-sit examinations or progress, and will be required to repeat the whole academic year, if the Examination Board confirms that the total number of failed credits exceeds 30.
- A student having more than 30 failed credits due to a series of medical absences or other extenuating circumstances can, at the discretion of the Examination Board, be permitted to redeem his/her failure by taking re-sit examinations instead of repeating the whole academic year. In such a case, the student has to address a written request to the Special Cases

Committee.

- A student having more than 30 failed credits but showing in the course of the year a significant improvement in grades can, at the discretion of the Examination Board, be permitted to redeem his/her failure by taking re-sit examinations instead of repeating the whole academic year.
- Written English & Grammar is a non-credit bearing module. It is compulsory for those students who fail Semester 1 Business English. At the discretion of the Examination Board it can be made compulsory for any students whose weakness in written English is identified.

Elective clusters (Bachelor Business studies, year 3)

Third-year students in business studies will choose an elective cluster or specialisation. This choice has to be made latest before the start of the third year. Presently, the following clusters are offered:

- Human Resource Management
- Business Management
- Accounting and Finance
- Tourism and Hospitality management
- Banking and Finance
- International Marketing
- Business IT Management
- Social media and Online Marketing

Please note that the availability of the elective clusters cannot be guaranteed and may change over time.

Internship and Thesis

All bachelor programmes are concluded with either an internship or a thesis project of 10 ECTS (7 weeks full-time). Students can choose for either an internship or a thesis project. Master students conclude their programme with either a 30 ECTS (one semester full-time) thesis or, optionally with a 10 ECTS internship and a 20 ECTS thesis.

Information about the procedures for internship and thesis projects can be found in the internship and thesis manuals, which can be obtained via the dean's office.

BA Pre-requisites

- BA Business English is a pre-requisite for progression to Semester 2. A student who fails this module may not progress until the failure has been retrieved.
- The Examination Board may waive the pre-requisite requirements at its discretion.

Referrals (Re-Sit Examinations)

- The pass-mark for all modules is 40% (BA) or 55 % (Master).
- Modules dropped because of too many absences (see Attendance Requirements) are recorded

as failures.

- Where sufficient official medical evidence is provided for non-attendance at an examination (either mid-term or final), the students can apply to the Special Cases Committee (see Mitigating Circumstances).
- All re-sit examinations will be capped at a maximum of 40% regardless of the actual grade achieved, unless otherwise specified by the Examination Board following a request addressed to the Special Cases Committee.
- The final grade for the module subject to re-sit will be recorded on the student's transcript as 40% regardless of prior performance or year of study.
- The students have one opportunity to pass assessed components of the module as a first attempt and one referral opportunity (re-sit examination).
- A student having failed his/her re-sit examination must re-take the module in full.
- Only failed modules can lead to re-sit examinations (except cases pointed out under "Module Load", 5th paragraph).
- All failed modules must be retrieved at the next available opportunity as determined by IBSH.
- All re-sit examination papers are subject to the same rigor and Quality Assurance mechanisms as the original papers.
- Re-sit examinations cover all the course material for the whole semester and do not only replace the final examination.
- A fee of € 50 (fifty Euros) per re-sit examination taken must be paid prior to re-sitting the examination. This also applies to reports submitted as referrals.

Compensation

The Examination Board reserves the right to apply Compensation at its discretion.

In order to be eligible for compensation, a failed module must be between 35% and 39% and the remaining assessed elements must have achieved a sufficiently good grade to convince the Examination Board that the failed grade may be "compensated" and a pass-mark (40%) awarded. It must be stressed that where the Examination Board applies Compensation, this is on a case-by-case basis and the Board must be convinced that the entire academic profile of the student is strong enough to warrant such measures.

Compensation can be applied only once per year with a maximum of three times over the whole curriculum.

Mitigating Circumstances

- Occasionally a student's performance may be adversely affected due to circumstances beyond his/her control, such as illness. This is known as a 'mitigating circumstance'.
- If a student feels that he/she has 'mitigating circumstances' he/she is required to apply to the Special Cases Committee for this to be taken into consideration by informing the Dean, in

writing, of these circumstances and providing appropriate written evidence to support his/her case.

- All such applications should reach the Dean at the latest one week prior to the commencement of the examination period. Late applications will not be considered.
- Applications are considered on a case-by-case basis by the Special Cases Committee and its recommendations and/or decisions are presented to the Internal Examination Board.
- Where such applications are accepted, a student may be permitted to redeem the failed or incomplete module by taking a re-sit examination which will NOT be capped at the pass-mark (40%). Other concessions that are deemed to be more appropriate may be put in place by the Special Cases Committee.

National Sportsperson Status

- Where a student is a member of a national sports team and they have a grade point average of 60% or above, they will receive 'National Sportsperson Status' and their absences will not be counted and the attendance policy will not apply.
- As soon as the student loses their place in the national sports team or his/her grade point average falls below 60% (as determined by the Examination Board), they will lose 'National Sportsperson Status' and the attendance policy will be reinstated at the start of the following term.
- The nature of the sport practiced will only be considered a 'sport' at the discretion of the Dean and / or the Examination Board. Any claim for 'National Sportsperson Status' of a national team of a sport that is not considered a sport will be refused.

Special Educational Needs

- Where a student has a special educational requirement, such as dyslexia or a physical impairment, he/she must inform the Dean at the beginning of the academic year and provide written medical evidence of the nature of his/her educational disability if special arrangements are needed.
- IBSH, if appropriate, may make special arrangements for students with special educational needs, so that they are assessed in a manner which is consistent with their peers but which accommodates their special circumstances. Such arrangements will be the responsibility of IBSH and will be influenced by resources available and the nature of the special educational need.
- Once special arrangements have been put in place, a student may not then apply for further special consideration at the Examination Board.
- No arrangements shall be made for students who claim to have a special educational requirement but do not support this claim with current and official medical evidence.

Exit Qualifications - BA programme

- A BA student, who is unable to or is not permitted to progress to a higher level may, depending upon the number of credits successfully achieved at the appropriate level at the time of exit, qualify for one of the following awards:
- At least 60 credits gained at year 2 Undergraduate Certificate of Higher Education

- At least 120 credits gained at years 2 & 3 Undergraduate Diploma of Higher Education
- Successful completion of BA year 1 is not part of the exit qualifications.
- Students should be aware that once an exit award has been conferred they are no longer eligible to receive the award of a BA (Honours) degree.
- If a student holding an exit award decides to complete the BA (Honours) degree programme at a later date, he/she will only be able to do so by surrendering the exit award previously granted and reapplying for admission to the course.

Unfair Practice: Cheating/Plagiarism/Referencing

- A student caught in the act of cheating, or having admitted cheating, or about whom sufficient evidence of cheating has been provided, in either the mid-term or the final examination, will be given a 'zero' for that examination.
- A student caught in the act of cheating, or having admitted to cheating, or about whom sufficient evidence of cheating has been provided, in a test will be given a 'zero' for that test.
- A student caught in the act of plagiarism, or having admitted plagiarizing, or about whom sufficient evidence of plagiarism has been provided, in a piece of assessable course work will be downgraded according to the proportion of plagiarism in the piece of work. The magnitude of the downgrading depends on the nature of the assignment and is at the lecturer's discretion.
- Every case of cheating and plagiarism will be reported to the Examination Board.
- During an exam session, the students have to abide by the specific anti-cheating rules that are put in place. Any misconduct or deviation from these rules can be interpreted by the supervisors as an act of cheating.
- In particular, the students are not allowed to have any electronic devices on them or with them during exams or tests. Should this happen, the supervisor of the exam or test shall consider the mere possession of an electronic device as an act of cheating.

Behaviour/Dress Code

- A student displaying disruptive behaviour that disturbs the courses, the good order or proper functioning of the school or its general atmosphere may be expelled from IBSH after having been officially warned by letter
- Consumption of drugs or alcohol within IBSH premises is strictly prohibited and may result in immediate expulsion from IBSH.
- Clothing must be decent and acceptable in an educational business environment.
- The whole of IBSH building is a non-smoking area.

Communication

- It is the students' responsibility to check their email on a daily basis.
- Students are also required to check the announcement board in the entrance lobby of the school for announcements.
- Students must immediately inform administration staff of any changes to their contact

details, thereby ensuring that all communications reach them. This also applies to postal or billing addresses.

Right of Appeal

- Students may, at the end of a period of study, appeal against a decision made by the Examination Board. Appeals cannot be heard on the grounds of academic judgment.
- The appeal process constitutes a written statement by the student regarding the grievance that will be taken to the Joint Board of Studies. The Joint Board of Studies necessitates that the student be available for any queries. Should the student disagree with the decision of the Joint Board of Studies, a last resort appeal can be directed to the IBSH partner university whose decision is final and binding.

Quality of your programme and experience

- Quality assurance and enhancement of your programme.

To ensure the high standards and quality of IBSH, all programmes are subject to the UK and / or German academic quality assurance procedures (which include procedures related to programme approval, monitoring and review). A key feature of these processes is the input from external subject experts (external examiners) who ensure that IBSH awards are comparable to those of UK and / or German higher education institutions, and that the programme curriculum, teaching, assessment and resources are appropriate.

You also have a very important role in enhancing our programmes by feeding back on a regular basis via student surveys and other formal and informal mechanisms. Your feedback plays a major role in programme monitoring and review.

Academic calendar 2020 -2021

All students except third year bachelor (semester 2)

semester 1																
	September			October				November				December				January
week	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1
studyweek	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Mon	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3
Tues	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4
Wed	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5
Thur	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6
Fri	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7

Semester 1								Semester 2								
	January			February				March				April				
week	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
studyweek	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Mon	10	17	24	30	7	14	21	28	7	14	21	28	4	11	18	25
Tues	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26
Wed	12	19	26	2	9	16	23	2	9	16	23	30	6	13	20	27
Thur	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28
Fri	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29

Semester 2														
	May				June					July				
week	18	19	20	21	22	23	24	25	26	27	28	29	30	
studyweek	18	19	20	21	22	23	24	25	26	27	28	29	30	
Mon	2	9	15	22	29	6	13	20	27	4	11	18	25	
Tues	3	10	16	23	30	7	14	21	28	5	12	19	26	
Wed	4	11	17	24	1	8	15	22	29	6	13	20	27	
Thur	5	12	18	25	2	9	16	23	30	7	14	21	28	
Fri	6	13	19	26	3	10	17	24	1	8	15	22	29	

School holiday			
Lecture-free study period (exam preparation)			
Assessment week			
Public holiday (free)			
Thesis /internship (3rd years)			

Third year bachelor (semester 2)

Third year Bachelor

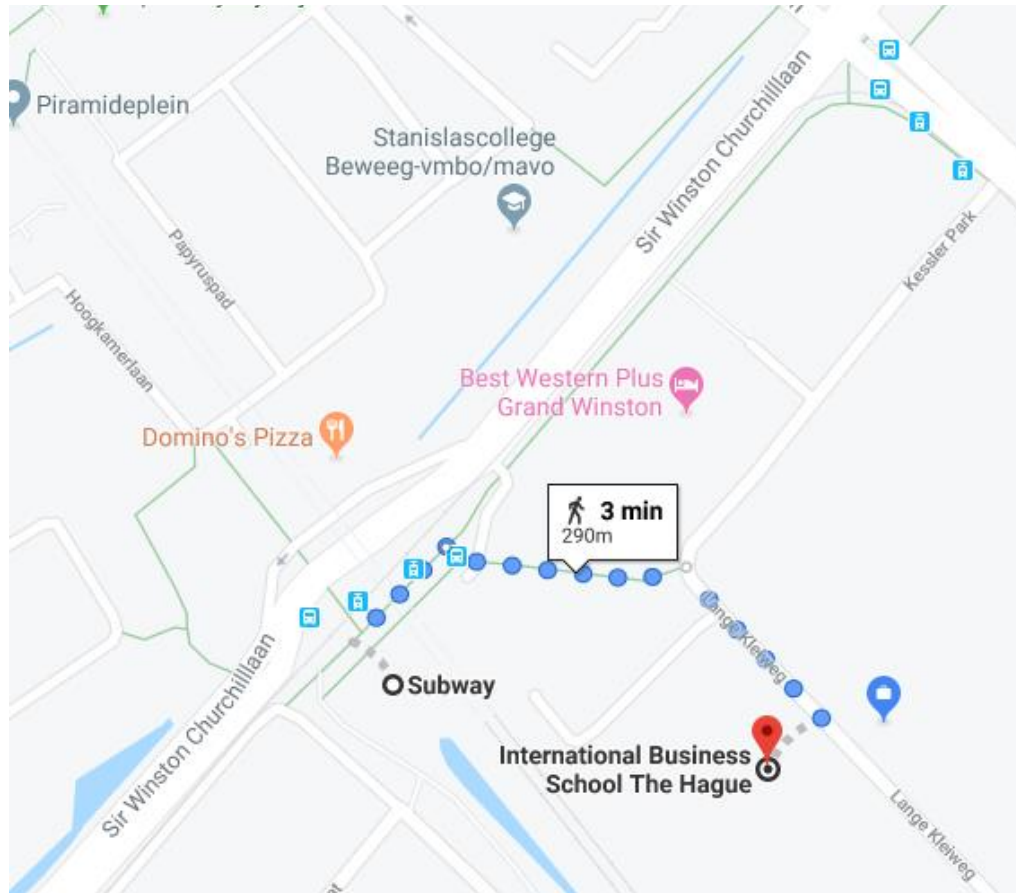
Semester 2									
March				April					
9	10	11	12	13	14	15	16	17	
	1	2	3	4	5	6	7	8	
28	7	14	21	28	4	11	18	25	
1	8	15	22	29	5	12	19	26	
2	9	16	23	30	6	13	20	27	
3	10	17	24	31	7	14	21	28	
4	11	18	25	1	8	15	22	29	

Semester 2													
May				June						July			
week	18	19	20	21	22	23	24	25	26	27	28	29	30
studyweek			9	10	11	12	13	14	15	16	17	18	19
Mon	2	9	15	22	29	6	13	20	27	4	11	18	25
Tues	3	10	16	23	30	7	14	21	28	5	12	19	26
Wed	4	11	17	24	1	8	15	22	29	6	13	20	27
Thur	5	12	18	25	2	9	16	23	30	7	14	21	28
Fri	6	13	19	26	3	10	17	24	1	8	15	22	29

School holiday				
Lecture-free study period (exam preparation)				
Assessment week				
Public holiday (free)				
Thesis /internship (3rd years)				

How to reach IBSH

From railway station Rijswijk): 3 minutes on foot



From railway station Den Haag Centraal (The Hague Central Station):

- Take a sprinter train to Rijswijk station
- Take bus 22 or tram 17 to Rijswijk station

What to see and do in The Hague

The Hague originated around the 13th century Binnenhof, and this is still considered the cultural centre of the city. Night life centres on the three main squares in the city centre. The *Plein* (literally "Square") is taken by several large sidewalk cafés where often politicians may be spotted. The *Grote Markt* (literally "Great Market") is completely strewn with chairs and tables, summer or winter. The *Buitenhof* (literally "Outer Court", located just outside the *Binnenhof*) contains a six screen *Pathé* cinema and a handful of bars and restaurants in the immediate vicinity. Adjacent to the *Buitenhof* is *De Passage*, the country's first covered shopping mall. Dating from the late 19th century, it contains many expensive and speciality shops. One of the country's largest music venues, *Paard van Troje*, can be found in the centre of The Hague. Another popular music venue in The Hague is *Muziekcafé de Paap*.

The *Spuiplein* is a modern fourth square in the city centre, opposite the *Nieuwe Kerk*. Besides the City Hall. This is also the location of the Dr. Anton Philipszaal, home to the *Residentie* Orchestra, and the *Lucent Danstheater*, home to the internationally celebrated modern dance company *Nederlands Dans Theater*. These buildings, designed by Rem Koolhaas in 1988, are planned for demolition to make space for a new theatre, the *Spuiforum*, which would house both institutes as well as the Royal Conservatory. Despite efforts of the municipality, public support for the proposed theatre remains low. At the heart of the city centre across the palace gardens is the home of Summerschool Den Haag, international school for dance with guest teachers such as Valentina Scaglia, Igone de Jongh, and Maia Makhateli. The *Koninklijke Schouwburg*, (Royal Theatre) home to the *Nationaal Toneel*, (National Theatre Company) can also be found in the city centre - on the Korte Voorhout. New European Ensemble is an ensemble for contemporary music consisting of international musicians. The ensemble has its main base in the city.

Scheveningen forms a second cultural centre of The Hague, having its own *Pathé* cinema as well as the musical theatre *Circustheater* although, especially in the summer, most night life concentrates around the sea-front boulevard with its bars, restaurants and gambling halls. Several other attractions can be found in *Scheveningen*, such as the miniature city *Madurodam*, the panoramic painting *Panorama Mesdag*, and Europe's first 360° IMAX-cinema the *Omniversum*.

The Hague is the residence of the Dutch monarch, and several (former) royal palaces can be found in the city. King Willem-Alexander of the Netherlands and Queen Máxima of the Netherlands live in *Huis ten Bosch* in the *Haagse Bos*, and work in the *Noordeinde* Palace in the city centre. Moreover, there are two former royal palaces in The Hague. The *Kneuterdijk* Palace, built in 1716, is now home to the Council of State of the Netherlands, and the *Lange Voorhout* Palace is now occupied by the Escher Museum, dedicated to Dutch graphical artist M. C. Escher.

The Hague has its share of museums, most notably the *Mauritshuis*, located next to the *Binnenhof*, which exhibits many paintings by Dutch masters, such as *Johannes Vermeer*, *Rembrandt van Rijn* and *Paulus Potter*. Other museums include the science museum *Museon*, the modern art museum *Gemeentemuseum*, the historic museum *Haags Historisch Museum*, the national postal museum *voor Communicatie*, the *Museum Bredius*, the *Louis Couperus Museum*, the museum *Beelden aan Zee* in *Scheveningen*, and the former prison housed in a 15th-century gatehouse,

the *Gevangenpoort*.

For more things to do see: https://www.tripadvisor.com/Attractions-g188633-Activities-The_Hague_South_Holland_Province.html

Programme course lists

Bachelor Business Studies

Foundation Year

Semester 1		
Module name	Module code	Credits (ECTS)
English I	F-102	5
Argumentation	F-103	5
Human Geography	F-104	5
Intercultural Communication	F-105	5
Introduction to Business	F-106	5
Introduction to Culture	F-107	5
Semester 2		
English II	F-201	5
Introduction to Philosophy	F-202	5
Introduction to Psychology	F-203	5
Managing and Working in Teams	F-204	5
Mass Communication	F-205	5
Professional Development	F-206	5
Total		60

General Phase: year 1 and 2

Year 1

Semester 1		
Module name	Module code	Credits (ECTS)
Principles of Management	BS1-102	5
Accounting I Financial Accounting	BS1-103	5
Introduction to Economics	BS1-104	5
Introduction to Marketing	BS1-105	5
Business English	BS1-106	5
International Business Law I	BS1-107	5
Semester 2		
Marketing Management	BS1-201	5
Human Resources Management	BS1-202	5
Introduction to Finance	BS1-203	5

Business Computing I Computer literacy	BS1-204	5
Mathematics for Business	BS1-205	5
Academic Skills	BS1-206	5

Total

60

Year 2

Semester 1		
Module name	Module code	Credits (ECTS)
Statistics for Business	BS2-108	5
Microeconomics	BS2-109	5
Accounting II Cost Accounting	BS2-110	5
Macroeconomics	BS2-111	5
Business Computing II Business and the Internet	BS2-112	5
Finance II	BS2-113	5 ECTS
Semester 2		
Operations Management	BS2-207	5
Communication	BS2-208	5
Marketing Research	BS2-209	5
Decision Making	BS2-210	5
International Business Law II	BS2-211	5
International Business	BS2-212	5

Total

60

BA Business Studies Elective Cluster Phase Year 3

Elective Cluster: Business Management

Semester 1		
Module name	Module code	Credits (ECTS)
Business Strategy and strategic market management	BS3-130	5
Entrepreneurship and SMEs	BS3-103	5
Management Accounting	BS3-108	5
Managing & Delivering Performance	BS3-105	5
Leadership	BS3-106	5
Innovation and New Product Development	BS3-107	5
Semester 2		

Project Management	BS3-201	4
Quality management	BS3-202	4
Business Negotiations	BS3-221	4
Managing and leading Change	BS3-204	4
Corporate Responsible Management	BS3-205	4
Internship / Thesis	BS3-INT / BS3-THESIS	10

Total

60

Elective Cluster: Accounting and Finance

Semester 1		
Module name	Module code	ECTS (Credits)
Management Accounting	BS3-108	5
Advanced Financial Accounting	BS3-109	5
International Financial Reporting	BS3-110	5
Financial Markets	BS3-111	5
Advanced Financial Management	BS3-112	5
Risk Management	BS3-113	5
Semester 2		
Taxation	BS3-206	4
Corporate Social Responsible Management	BS3-205	4
Audit & Assurance	BS3-207	4
Project Management	BS3-201	
Financial Management and accounting for non-profit organisations	BS3-209	4
Internship / Thesis	BS3-INT BS-THESIS	10

Total

60

Elective Cluster: Tourism and Hospitality management

Semester 1		
Module name	Module code	ECTS (Credits)
Leadership	BS3-106	5
Tourism Management	BS3-114	5
Event Management	BS3-115	5
Social Media and Online Marketing	BS3-116	5
Finance and Accounting for Hospitality	BS3-117	5
Hotel Management	BS3-118	5

Semester 2		
Ecotourism	BS3-210	4
Restaurant Management	BS3-211	4
Tourism Environmental Impact Management	BS3-212	4
Service Quality Management	BS3-213	4
Corporate Responsible Management	BS3-205	4
Internship / Thesis	BS3-INT BS-THESIS	10
Total		60

Elective Cluster: Banking and Finance

Semester 1		
Module name	Module code	ECTS (Credits)
Money, Finance and Banking	BS3-125	5
Financial Markets	BS3-111	5
International Finance	BS3-126	5
Advanced Financial Management	BS3-127	5
Future and Options Markets	BS3-128	5
Valuation and Investment	BS3-129	5
Semester 2		
Taxation	BS3-206	4
Treasury Management	BS3-217	4
Corporate Responsible Management	BS3-205	4
Credit and credit risk	BS3-218	4
Monetary Theory and Policy	BS3-219	4
Internship / Thesis	BS3-INT BS-THESIS	10
Total		60

Elective Cluster: International Marketing

Semester 1		
	Module code	ECTS (Credits)
Business Strategy and Strategic Market Management	BS3-130	5
Social Media and Online Marketing	BS3-116	5
Consumer Behaviour	BS3-131	5
Entrepreneurship and SME's	BS3-103	5

Leadership	BS3-106	5
Innovation and New Product Development	BS3-107	5
Semester 2		
Corporate Responsible Management	BS3-205	4
Customer Relations Management	BS3-220	4
Business Negotiations	BS3-221	4
Project Management	BS3-201	4
Public Relations	BS3-223	4
Internship / Thesis	BS3-INT BS-THESIS	10
Total		60

Elective Cluster: Business IT Management

Semester 1		
Module name	Module code	ECTS (Credits)
ICT in organisations	BS3-134	5
Information systems and IT infrastructure	BS3-135	5
Application design incl. UML	BS3-136	5
User interface & web design incl. HTML5	BS3-137	5
IT service management	BS3-138	5
Social Media and Online Marketing	BS3-106	5
Semester 2		
Quality Management	BS3-202	4
Project Management	BS3-201	4
ICT Security	BS3-224	4
Data Management	BS3-225	4
Corporate Responsible Management	BS3-205	4
Internship / Thesis	BS3-INT BS-THESIS	10
Total		60

Elective Cluster: Social media and Online Marketing

Semester 1		
Module Name	Module Code	ECTS (Credits)
Digital Marketing Analysis	BS3-139	5
Search Engine Optimization	BS3-140	5
Search Engine Marketing	BS3-141	5

Social media platforms 1	BS3-145	5
Consumer Behaviour	BS3-131	5
Digital marketing	BS3-147	5
Semester 2		
Corporate Responsible Management	BS3-205	4
Website Traffic Analysis	BS3-226	4
Social Media platforms 2	BS3-227	4
Customer Relationship Management	BS3-220	4
Project Management	BS3-201	4
Internship / Thesis	BS3-INT BS-THESIS	10

Total **60**

Elective Cluster: Human Resource Management

Semester 1		
Module name	Module code	ECTS (Credits)
Employment Cycle	BS3-141	5
Designing Learning & Development	BS3-142	5
Organizational Psychology	BS3-143	5
International HRM	BS3-144	5
Managing & Delivering Performance	BS3-105	5
Leadership	BS3-106	5
Semester 2		
Quality Management	BS3-202	4
Equality and diversity in HRM	BS3-229	4
Managing and Leading Change	BS3-204	4
Digital HRM	BS3-230	4
Corporate Social Responsible Management	BS3-205	4
Internship / Thesis	BS3-INT BS-THESIS	10

Total **60**

Bachelor in International Relations and Diplomacy

Foundation Year

Semester 1		
Module name	Module code	Credits (ECTS)
English I	F-102	5
Argumentation	F-103	5
Human Geography	F-104	5
Intercultural Communication	F-105	5
Introduction to Business	F-106	5
Introduction to Culture	F-107	5
Semester 2		
English II	F-201	5
Introduction to Philosophy	F-202	5
Introduction to Psychology	F-203	5
Managing and Working in Teams	F-204	5
Mass Communication	F-205	5
Professional Development	F-206	5

Total

60

Year 1

Semester 1		
Course Name	Course Code	ECTS (Credits)
Principles of Management	BIR1-102	5
French	BIR-103	5
Introduction to Economics & Economic History	BIR1-104	5
History of International Relations I (before 1945)	BIR1-105	5
Professional English	BIR1-106	5
International Business Law	BIR1-107	5
Semester 2		
History of International Relations II (After 1945)	BIR1-201	5
French	BIR1-202	5
Introduction to political science	BIR1-203	5
Computer Literacy	BIR1-204	5
Comparative Religion	BIR1-205	5
Academic Skills	BIR1-206	5

Total

60

Year 2

Semester 3		
Course name	COURSE CODE	ECTS (Credits)
International Relations	BIR2-108	5
Globalisation	BIR2-109	5
Political Economy	BIR2-110	5
Introduction to Public Law	BIR2-111	5
International Organisations	BIR2-112	5
French	BIR2-113	5
Semester 4		
Sociology	BIR2-207	5
European Integration	BIR2-208	5
Political Doctrines / Comparative Politics	BIR2-209	5
Communication	BIR2-210	5
International Trade Policy	BIR2-211	5
French	BIR2-212	5
Total		60

Year 3

Semester 5		
Course name	Course code	ECTS (Credits)
Cross-cultural communication and Management	BIR3-114	5
International conflict and cooperation	BIR3-115	5
International Demographic Problems	BIR3-116	5
China: economy, culture and politics	BIR3-117	5
International Negotiations	BIR3-118	5
French	BIR3-119	5
Semester 6		
BRICS: role in global governance and economy	BIR3-213	4
Terrorism	BIR3-214	4
Global Cultures	BIR3-215	4
USA: government and politics	BIR3-218	4
French	BIR3-216	4
Internship / Thesis	BIR-INT / BIR-Thesis	10

Master in International Relations and Diplomacy

Year 1

Semester 1		
Course name	Course Code	ECTS (Credits)
Advanced International Law	MIR1-102	5
International Relations	MIR1-103	5
Comparative study of Political Systems	MIR1-104	5
Effective Management	MIR1-105	5
International Organisations	MIR1-106	5
Research Methods and projects	MIR1-107	5
Semester 2		
Economic Development	MIR1-201	5
Political Economy	MIR1-202	5
European Integration	MIR1-203	5
Modern Diplomacy	MIR1-204	5
Global issues in policy and economy	MIR1-205	5
Middle East Conflict	MIR1-206	5

Year 2

Semester 3		
Argumentation and Debate	MIR2-108	5
Terrorism and security	MIR2-109	5
International conflict and resolution	MIR2-110	5
USA foreign politics after 1945	MIR2-111	5
Advanced Theories of the state	MIR2-112	5
China and Globalisation	MIR2-113	5
Semester 4		
Internship (elective)	MIR-INT	10
Master Thesis	MIR-THESIS	20 - 30
Total (program)		120

Master in Business Administration

Year 1

Semester 1		
Course name	Course Code	ECTS (Credits)
Research methods and projects	MBA1- 103 / MIR1-103	5
Social Media and Online Marketing	MBA1-107	5
Effective Management	MBA1-102	5
The global business environment	MBA1-106	5
Financial accounting	MBA1-105	5
Human resource management	MBA1-104	5
Semester 2		
International financial management	MBA1-201	5
International logistics and supply chain management	MBA1-202	5
Innovation and Technology Transfer	MBA1-203	5
International marketing	MBA1-204	5
leadership	MBA1-205	5
Managerial Accounting	MBA1-206	5

Year 2

Semester 3		
Operations management	MBA2-108	5
International strategic management	MBA2-109	5
Modelling and creative problem solving	MBA2-110	5
Managing & Delivering Performance	MBA2-111	5
International Business entrepreneurship	MBA2-112	5
International business and contract law	MBA2-113	5
Semester 4		
Internship	MBA-INT	10
Thesis	MBA-THESIS	20