



English and Economics for Academic Studies

International programme in Brussels

www.hubrusssel.be/eefas



Hogeschool-Universiteit Brussel
Academic Year 2012-2013





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Dean's Welcome

Do you want to establish international relationships? Do you want to obtain or already have business experience? Are you convinced that studying in an international environment is a plus? In that case, HUB is the right place.

You would like to study the BBA, MIBEM or MBA but feel that you are not entirely ready for it yet? Then, English and Economics for Academic Studies (E&EFAS) is the right programme for you. E&EFAS is a unique, English-medium preparatory programme in Brussels. It has a strong international focus and combines an academic approach with interactive classes.

At Hogeschool-Universiteit Brussel (HUB) we have adopted a student-focused educational culture in which the student's learning process occupies a central place. Our full-fledged student counseling service and the numerous activities in which you can participate (from business seminars to company projects) enable you to develop into a competent and dynamic professional.

Our campus is located right in the centre of Brussels – the home of a vast number of international companies, organizations and institutions. Needless to say that the city is a multicultural and multilingual melting pot – full of surprising contrasts.

In short: following E&EFAS at HUB will not only broaden your knowledge but also your horizon. It is a stepping stone to a successful international career.

I look forward to welcoming you personally on our campus.



Greet Raspoet

*Dean of the Faculty of
Economics & Management*

A handwritten signature in black ink, which appears to read 'G. Raspoet'. The signature is stylized and fluid.



What to expect?

Would you like to take the BBA, MIBEM or MBA but feel that you are not entirely ready for it yet? Do you not have sufficient knowledge of mathematics, statistics or economics to start the degree programme directly? Do you need an English immersion programme to increase your chances to succeed? Would you like some more time to get used to the Belgian educational system, culture and your new environment? If so, you may find that English & Economics for Academic Studies (E&EFAS) is a programme that is worthwhile. E&EFAS is a preparatory programme which aims to increase students' chances of being successful in the BBA, MIBEM or MBA at HUB.

A full-time preparation programme

E&EFAS is a full-time programme (60 credits) which combines English language learning and specific subject modules, such as mathematics and economics. It is the ideal programme for international students preparing for a degree programme at HUB.

Our high standards of academic studies

You improve your English language skills to further your academic studies at HUB. Our teachers are fully qualified and provide the highest standards of English language teaching. They will regularly monitor your progress and you will be given some individual attention.



Thies Jinadu (Belgium-Nigeria)

E&EFAS was a truly enriching experience for me. The lectures are well planned, making them easy to follow and interesting, whilst the professors are knowledgeable as well as highly qualified and they make students their number one priority. The classes are small enough to make it convenient for the student to approach the professors with any problems that may exist.

Our interactive language lessons

Students work together to develop fluency and confidence in English and are given the possibility to participate actively during classes. After one year of studying you will have increased your knowledge of English, improved your communication skills and you will have a greater understanding of different countries and cultures.

Different nationalities

You will meet students from all over the world and have the opportunity to learn about different countries and new cultures. We have welcomed students from Nigeria, Pakistan, Morocco, Iran, Ecuador, China, Cameroon, Russia, Eritrea, Tanzania, Ghana, Turkey, Congo, Portugal, Spain, Belgium, Jamaica, Norway, Nepal, Vietnam, Germany, Dubai, Israel, Indonesia and Kazakhstan.

More than studying

We combine English language learning with a variety of cultural activities including museum visits, city trips and visits to places of great historical and cultural interest. We make sure that you get the most out of your stay.

HUB, a helping hand

Our excellent student support, facilities, services and teaching methodology will help you obtain your goals. At HUB, teaching in small groups is considered to be valuable. It focuses on interaction and discussion between students and the tutor. As a result, you will make the most out of your study programme. HUB also houses a number of services centres that might help you while studying. Should you encounter financial, social, psychological or integration problems, you can contact our Social Services Department, Ombudsman's Office or International Office. We want your study to be successful.

Viridiana Villarreal Aguirre (Mexico)

Having studied the E&EFAS programme was a completely gratifying experience, not only because the courses were well-balanced between theory and practice, but also, the international environment helped me broaden my knowledge of other cultures. My English fluency level improved significantly thanks to the up-to-date topics we discussed on the language courses.





Your study programme

HUB offers a standard learning path (one-year study, 60 European credits) which includes specific preparatory courses. For detailed course descriptions, take a look at www.hubrusssel.be/eefas.

General Courses*	Credits	General Courses*	Credits
Analytical writing skills	6	AE&EFAS IN PREPARATION FOR BBA	15
Analytical reading skills	6	Mathematics	12
Business English	9	Micro-economics	3
Conversation & Presentation Classes	6	E&EFAS IN PREPARATION FOR MBA	15
Listening & Notetaking	6	Introduction to international economics	4
Current topics in European society and business	6	Research methods for business economists II	3
Intercultural Communication	6	Statistics for business economists III	4
TOTAL CREDITS	45	Research project economics and management	4
		E&EFAS IN PREPARATION FOR MIBEM	15
		Business statistics	5
		Introduction to management and economics	3
		Introduction to international economics	4
		Management principles	3



Boniface Aron Mbuya (Tanzania)

The fact that English is not my mother tongue and that I have been working for the past few years made E&EFAS a necessary tool towards my ambition of attaining an MBA degree. E&EFAS gave me the possibility to prepare intensively for the MBA. Today I can boldly say that I've acquired a lot of knowledge and that my confidence level has doubled.

^(*) The programme is subject to minor changes.

Services & facilities

As a new student, you will quickly feel at home at HUB. At the beginning of the academic year you will be invited to take part in the Orientation Days. Besides meeting your programme coordinator and fellow students, you will receive practical information about HUB, its facilities and services and your curriculum. In addition, you will be taken along an exploration of the campus and fun places in Brussels. In this way, you will get acquainted with your peers and HUB staff in a relaxed atmosphere.

Housing

Finding a place for yourself in an unfamiliar city is not always easy. HUB's social services staff will assist you with advice and support. They give you information on private persons or organisations renting out student rooms.

Hungry! Thirsty!

Healthy students are often hungry and, most of all, thirsty. But Brussels is not always cheap. Fortunately, all HUB campuses have a cafeteria where you can grab a sandwich or snack at reasonable prices. Campus Brussel has a quality student restaurant offering hot lunches, snacks and salads, and the popular Sofie's Clubke, the place to meet your fellow students.

Sports

Anyone keen to play sports or improve their health and fitness can use the HUB's sports infrastructure on Campus Parnas. In addition, HUB's social services staff organise the HUB Futsal cup and lots of other sports events in cooperation with Brussels-based universities and university colleges. The Brussels Student Sports Card gives access to a variety of sports activities.

Student associations

Would you like to experience real student life? Then join one of our international student organisations: AIESEC or I*ESN. They organise management trainings, international conferences but also sports and cultural activities.

Van Pham (Vietnam)

I got to meet new people, explore Brussels and adapt to this whole new world that was strange to me. E&EFAS did not just prepare for my BBA, it gave me guidance to start up my journey here in Belgium. Not to mention, the teachers are wonderful, they will always be there to give you any advices that you need. Entering E&EFAS was one of my best decisions.





Your application

You are eligible to apply for E&EFAS in **preparation for the BBA** if:

- you obtained a diploma of secondary education and you – only relevant for students with a non-Belgian diploma of secondary education – can prove access to higher education in your home country
- you can provide evidence of proficiency in the English language

You are eligible to apply for E&EFAS in **preparation for the MIBEM** if:

- you obtained a recognised academic Bachelor degree or Master degree
- you can provide evidence of proficiency in the English language

You are eligible to register for E&EFAS in **preparation for the MBA** if:

- you obtained a recognised academic Bachelor degree or Master degree in business administration, economics or management, which is considered equivalent by HUB to a related Flemish degree in higher education
- you provide evidence of proficiency in the English language

Application Deadline

The application deadline for the academic year 2012-2013:

- **1 May 2012** for citizens who do not hold a valid residence permit and need a visa. The admission letter needed to

apply for a visa will only be issued upon the payment of the full tuition fee. This payment is to be transferred to HUB's bank account before 1 June 2012 and it is non-refundable.

- **15 August 2012** for Belgian nationals and citizens from the European Economic Area and for citizens who hold a valid residence permit in Belgium (valid until 31 October 2012).

All necessary documents need to reach us by the application date applicable to you by post addressed to Hogeschool-Universiteit Brussel, Student Administrative Services Centre, Warmoesberg 26, 1000 Brussels, Belgium.

Tuition Fee

The annual tuition fee is set at **€ 3200**.

Tuition fees only cover scheduled learning activities and exams. They are exclusive of study materials, travel and living costs, personal insurance, etc. Full access to the HUB services (digital learning environment, course material list, coaching, etc) is only possible when your registration is completed and the total tuition fee has been paid.

Application file

Please send the following documents to HUB:

- Signed application form (see application tool on www.hubrussel.be/english)
- certified copy¹ and translation into English (if not available in Dutch, French or German) of your diploma of secondary education (listing courses and marks)
- proof of access to higher education in your home country e.g. results of national entrance exams, admission letters from recognised universities, transcripts of academic records of years at the university, statement issued by national/regional educational authorities (only relevant for students with a non-Belgian diploma of secondary education who have not obtained a diploma of higher education at a recognised institution of higher education in their home country)
- certified copy¹ and translation into English (if not available in Dutch, French or German) of any diploma and transcript of

academic records (listing courses, credits and marks)

- copy of your national identity card (for Belgian students) or a certified copy of your international passport including – if you already have it – a copy of a valid visa and/or valid residence permit (for non-Belgian students)
- evidence of proficiency in the English language:
 - IELTS 5
 - TOEFL iBT 56, CBT 160 or PBT 483 (our TOEFL institutional code: 7039)
 - TOEIC Listening 400 + Reading 385 + Speaking 160 + Writing 150
- motivation letter, including study objectives
- Proof of payment of the € 63 application fee²
If your diplomas were awarded by an institution in Belgium or the Netherlands you are exempted from this application fee admission requirement.
- 2 recent passport-size photographs

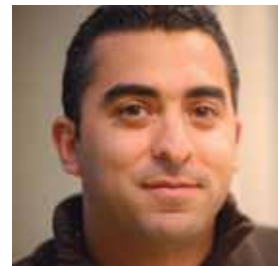
1 A certified copy is a copy of a filed document that is sworn to be a true copy by the awarding body, a The Hague Apostille or by a Belgian commune. Copies certified by a notary will not be accepted.

2 An application fee of € 63 should be transferred to HUB's bank account (see details below) before sending in your application file. Without payment of this fee your application will not be dealt with. The application fee is non-refundable. However, the application fee will be deducted from your tuition fee once you officially register at HUB.

Bank: DEXIA, Address: Pachecolaan 44, B-1000 Brussels - IBAN: BE20 7785 9999 3656 - BIC (or SWIFT-code): GKCCBEBB - Reference: Application fee – your name – academic year

Majid Khodadad (Iran)

Attending E&EFAS has been a great experience for me. The large variety in courses, the international environment and extremely friendly atmosphere have turned this year into a very successful one! Getting to know people from all over the world has definitely enlarged my cultural horizon. Besides improving my English, I've gained all the necessary information to start the BBA confidently.





Brussels: the place to be

As a student you will discover a city full of surprising contrasts. Brussels is a place rich in art and architecture, treating you to its local specialities, and its friendly atmosphere. The city has a lot to offer to students: sport facilities, libraries, shops, tasteful food and drinks.

Rich cultural life

Explore the rich cultural life of Brussels. Brussels is not only considered a mecca for performing arts, it also houses more than 75 museums, which exhibit a variety of museum pieces: from modern arts to comics. The city is rich in historic buildings, beautiful parks and cosy town squares, all within walking distance of Campus Brussel.

A cosmopolitan population

The population of Brussels is truly cosmopolitan. One of the reasons is the presence of many international organizations and companies. 30% of the population in Brussels is of a foreign nationality. 134 languages are spoken within a few square kilometers. Brussels has two official languages, Dutch and French. However, English is rapidly becoming the lingua franca in the city.

Cuisine

An interesting mix of international cuisines comes with this cosmopolitan population. You can find practically any type of restaurant in Brussels. Do not forget to taste the Belgian cuisine with its crispy French fries, delicious chocolates and authentic Belgian waffles.

Brussels and beyond

If you would like to explore the rest of Europe during your stay in Brussels, you will be delighted to find cities like London, Paris, Cologne or Amsterdam all within a radius of 300 km. These cities are easily accessible by high-speed trains and cheap plane tickets.



Meet us

Open Days

An Open Day is the ideal way to get first-hand information. You have a chance to speak to lecturers, students and staff. Visit HUB and get a taste of the atmosphere.

Open Days Dates

Wednesday 14 March 2012 from 13:30 until 16:30

Saturday 28 April 2012 from 9:00 until 13:00

Wednesday 27 June 2012 from 13:30 until 16:30

Saturday 30 June 2012 from 9:00 until 13:00

Saturday 1 September 2012 from 9:00 until 13:00

Saturday 8 September 2012 from 9:00 until 13:00

For more information about the Open Days or other international fairs we attend, please check www.hubrussel.be/meetus.

Virtual tour

Take a virtual tour and experience HUB and its urban surroundings. From lecture rooms and library to historical locations within walking distance, these 360 photographs will give you a good idea of what life is like at HUB: www.hubrussel.be/virtualtour.

Easily accessible

Campus Brussel is located in the heart of the city, a five minutes' walk from the Brussels-Central railway station, with several metro (underground) connections in the immediate vicinity. Extensive directions can be found at www.hubrussel.be/directions.

Start of the academic year

The academic year starts on Monday 24 September 2012. On Friday 21 September 2012, you can take part in the introductory activities on campus.

Any further questions? Contact

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1000 Brussel
Belgium

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inge.verhoeven@hubrussel.be



DEGREE PROGRAMMES AT HUB

Academic Programmes

Law

- Bachelor of Law

Economics & Management

- Bachelor and Master of Business Administration*
- Bachelor and Master of Business Engineering
- English and Economics for Academic Studies*
- Bachelor and Master of Business Engineering
- Bachelor and Master of Environment, Health and Safety Management

Linguistics & Languages

- Bachelor of Language and Literature
- Bachelor of Applied Linguistics
- Master of Translation
- Master of Interpreting
- Master of Multilingual Communication
- Master of Journalism

All programmes are taught in Dutch, only the programmes with * are English-medium programmes.

Recognised by the Flemish Community: www.highereducationregister.be

Hogeschool-Universiteit Brussel is a member of AACSB International - the Association to Advance Collegiate Schools of Business. For more information go to www.aacsb.edu/about/.

Professional Programmes

Health Care

- Bachelor of Occupational Therapy
- Bachelor of Medical Imaging
- Bachelor of Optics and Optometry
- Bachelor of Nursing

Education

- Bachelor of Nursery Teaching
- Bachelor of Primary Education
- Bachelor of Secondary Education

Commercial Sciences & Management

- Bachelor of Operations Management
- Bachelor of Office Management
- Bachelor of Applied Information Technology

Social & Community Work

- Bachelor of Social Work
- Bachelor of Socio-Educational Work
- Bachelor of Family Sciences