

UNDERGRADUATE CATALOG

ASSOCIATE

BACHELOR

UNDERGRADUATE CERTIFICATE

UNDERGRADUATE DIPLOMA

PRE-BACHELOR



UIBS  United
International
Business
Schools

 **EUROPEAN**
college for liberal studies



INTRODUCTION

The purpose of this Admissions Catalog is to be a source of relevant and up-to-date information on the various programs offered across the campus network. The most up-to-date information on the various programs is available online in the most recent Admissions Catalog. Other content that was not available at the time of printing or content that completes or replaces the information in this Admissions Catalog will be printed in an addendum. Contact our Admissions Department in case of inconsistencies with the website.

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UNDERGRADUATE PROGRAMS

CREDIT SYSTEM

Programs and courses are assigned a number of credits, indicating the estimated workload. Each credit equals up to 30 learning hours, including contact hours, exam hours, self-study hours and group-study hours. Contact hours vary depending on total student enrollments per course. The workload of a typical full-time undergraduate student amounts to 60 credits and 1800 learning hours per academic year, or 20 credits and 600 learning hours per quarter. Our programs and courses are based on the European higher education guidelines as outlined in the Bologna agreements and are fully compatible with the established European and American educational systems.

Program	European Credits (ECTS)	American quarter credits	American semester credits
Bachelor	180	180	120
Associate	90	90	60
Certificate	30	30	20

GRADING SYSTEM

Students are assessed on a combination of attendance, participation, individual assignments, group assignments and exams. Assignments may include reading materials, term papers, reports, presentations and others. The combination of these assessments provides students with an equal opportunity to demonstrate their skills and knowledge. The minimum passing grade is D (60%). In case of an FX grade, students have the option to request a second exam or assignment to obtain the minimum passing grade of 60%.

Percentage	Grade	Definition
90 to 99	A	Excellent
80 to 89	B	Good
70 to 79	C	Average
60 to 69	D	Poor
50 to 59	FX	Unsatisfactory
0 to 49	F	Fail

ACADEMIC HONORS

Students who achieve a certain GPA (Grade Point Average, or the weighted average of all grades earned,

calculated on a 4.0 scale), will have their academic honors listed on the academic transcript issued together with the diploma.

Percentage	GPA	Academic honors
90	3.6	Summa Cum Laude
85	3.4	Magna Cum Laude
80	3.2	Cum Laude

ACADEMIC DEGREE

Upon successful completion of the study program students receive a private international undergraduate degree or certificate awarded by the school's headquarters in Zurich, Switzerland, based on the recommendation of the faculty of

PROGRAM REQUIREMENTS

The program requirements outline the structure of each program. Each program has different requirements. Each line refers to a specific category of courses or to another requirement. The list of courses related to each of these specific categories are found further in this document. The following program requirements apply to all students starting in October 2018 or later. Students who started prior to October 2018 should refer to the Student Guide for correct program requirements. Also listed in the Student Guide are the specific academic policies that apply to students who started their studies. All requirements should be met in order to graduate. Once all requirements are met, a request for graduation can be submitted. Switching to another program once the studies have started is possible as long as the new program requirements are met by the end of the studies. In such case a program change fee applies. Therefore, the decision to switch should be made as early as possible to avoid not meeting the program requirements within the intended program duration. While all efforts have been made to ensure that the curriculum is complete and accurate at the time of printing, we reserve the right to change the curriculum as well as the course planning at any time and without prior notice.

Students are recommended to complete courses and earn credits at the highest level possible.

Step 1 Refer to the program requirements below and review how many courses per category you need to complete.

Step 2 Refer to the list of undergraduate courses to review the courses per category, and also refer to the program schedule in annex to this catalog to review which specific programs and specializations are offered at each campus.

Step 3 Refer to the course planning in annex to this catalog to review when specific courses are planned.

Step 4 Refer back to the program requirements and list of undergraduate courses to determine the best fit with your intended study format and duration.

Step 5 Upon starting your studies, review the scheduled courses and coordinate your program requirements and course preferences with one of our local team members based on actual course availability.

Step 6 Refer to the program requirements below and review how many courses per category you need to complete.

- **Pre-Bachelor Foundation**

	Courses	Credits
Pre-Bachelor Foundation Courses	up to 6	up to 30
Electives	up to 6	up to 30
Total		up to 60

- **BBS - Bachelor in Business Studies**

	Courses	Credits
Electives	35	175
Subtotal	35	175
Extra-Curricular Activities		5
Total		180

- **BBA - Bachelor of Business Administration**

	Courses	Credits
Core Courses	12	60
Courses from the selected Major	7	35
Courses from the selected Minor	4	20
Electives	11	55
Subtotal	34	170
Capstone related to the selected Major		5
Extra-Curricular Activities		5
Total		180

- **BA - Bachelor of Arts in Design Management**

	Courses	Credits
Core Courses	12	60
Courses related to Design Management	7	35
Electives	9	45
Subtotal	28	140
Internship related to Design Management		30
Capstone related to Design Management		5
Extra-Curricular Activities		5
Total		180

- **BA - Bachelor of Arts in Fashion Management**

	Courses	Credits
Core Courses	12	60
Courses related to Fashion Management	7	35
Electives	9	45
Subtotal	28	140
Internship related to Fashion Management		30
Capstone related to Fashion Management		5
Extra-Curricular Activities		5
Total		180

- **BA - Bachelor of Arts in Hospitality Management**

	Courses	Credits
Core Courses	12	60
Courses related to Hospitality Management	7	35
Electives	9	45
Subtotal	28	140
Internship related to Hospitality Management		30
Capstone related to Hospitality Management		5
Extra-Curricular Activities		5
Total		180

BA - Bachelor of Arts in Sports Management

	Courses	Credits
Core Courses	12	60
Courses related to Sports Management	7	35
Electives	9	45
Subtotal	28	140
Internship related to Sports Management		30
Capstone related to Sports Management		5
Extra-Curricular Activities		5
Total		180

BA - Bachelor of Arts in Technology Management

	Courses	Credits
Core Courses	12	60
Courses related to Technology Management	7	35
Electives	9	45
Subtotal	28	140
Internship related to Technology Management		30
Capstone related to Technology Management		5
Extra-Curricular Activities		5
Total		180

BA - Bachelor of Arts in Tourism Management

	Courses	Credits
Core Courses	12	60
Courses related to Tourism Management	7	35
Electives	9	45
Subtotal	28	140
Internship related to Tourism Management		30
Capstone related to Tourism Management		5
Extra-Curricular Activities		5
Total		180

BLS - Bachelor in Liberal Studies

	Courses	Credits
Electives	35	175
Subtotal	35	175
Extra-Curricular Activities		5
Total		180

BA - Bachelor of Arts in International Relations

	Courses	Credits
General Courses	12	60
Courses related to International Relations	7	35
Electives	9	45
Subtotal	28	140
Internship related to International Relations		30
Capstone related to International Relations		5
Extra-Curricular Activities		5
Total		180

BA - Bachelor of Arts in Communication Studies

	Courses	Credits
General Courses	12	60
Courses related to Communication Studies	7	35
Electives	9	45
Subtotal	28	140
Internship related to Communication Studies		30
Capstone related to Communication Studies		5
Extra-Curricular Activities		5
Total		180

Higher National Diploma (HND) in Business (Management)

	Courses	Credits
Year 1	8	60
Year 2	7	60
Total		120

Higher National Diploma (HND) in Business (Marketing)

	Courses	Credits
Year 1	8	60
Year 2	7	60
Total		120

Higher National Certificate (HNC) in Business

	Courses	Credits
Year 1	8	60
Total		60

 **ABS - Associate in Business Studies**

	Courses	Credits
Electives	17	85
Subtotal	17	85
Extra-Curricular Activities		5
Total		90

 **ALS - Associate in Liberal Studies**

	Courses	Credits
Electives	17	85
Subtotal	17	85
Extra-Curricular Activities		5
Total		90

 **Undergraduate Certificate in Business Studies**

	Courses	Credits
Electives	6 or more	30 or more
Total	6 or more	30 or more

 **Undergraduate Certificate in Global Business**

	Courses	Credits
Courses related to Global Business	4 or more	20 or more
Electives	2 or more	10 or more
Total	6 or more	30 or more

 **Undergraduate Certificate in Global Economics**

	Courses	Credits
Courses related to Global Economics	4 or more	20 or more
Electives	2 or more	10 or more
Total	6 or more	30 or more

 **Undergraduate Certificate in Global Entrepreneurship**

	Courses	Credits
Courses related to Global Entrepreneurship	4 or more	20 or more
Electives	2 or more	10 or more
Total	6 or more	30 or more

 **Undergraduate Certificate in Global Finance**

	Courses	Credits
Courses related to Global Finance	4 or more	20 or more
Electives	2 or more	10 or more
Total	6 or more	30 or more

 **Undergraduate Certificate in Global Marketing**

	Courses	Credits
Courses related to Global Marketing	4 or more	20 or more
Electives	2 or more	10 or more
Total	6 or more	30 or more

 **Undergraduate Diploma in Business Studies**

	Courses	Credits
Electives	up to 12	up to 60
Subtotal	up to 12	up to 60
Minimum 120 transfer credits		120+
Total		180

 **Undergraduate Certificate in Liberal Studies**

	Courses	Credits
Electives	6 or more	30 or more
Total	6 or more	30 or more

 **Undergraduate Certificate in International Relations**

	Courses	Credits
Courses related to International Relations	4 or more	20 or more
Electives	2 or more	10 or more
Total	6 or more	30 or more

 **Undergraduate Certificate in Communication Studies**

	Courses	Credits
Courses related to Communication Studies	4 or more	20 or more
Electives	2 or more	10 or more
Total	6 or more	30 or more

Undergraduate Diploma in Liberal Studies

	Courses	Credits
Electives	up to 12	up to 60
Subtotal	up to 12	up to 60
Minimum 120 transfer credits		120+
Total		180

Pre-Master Foundation

	Courses	Credits
Pre-Master Foundation Courses	up to 6	up to 30
Total		up to 30

COURSE PLANNING

The course planning outlines when each of the courses from each of the course categories are scheduled. Courses may be scheduled in different formats, including daytime, evening, weekend, seminar, executive and online.

The courses listed under the standard planning can be expected to be scheduled as announced and may vary between campuses. The actual scheduling of courses is based on total enrollments and professor availability. The courses listed under the additional planning can be expected to be scheduled as needed, in case of higher total enrollments, or in case of enrollments for specific programs, majors, minors and/or formats, and will vary between campuses.

While all campuses follow the same course planning, deviations may occur. The availability of courses at a single campus is based on the availability of specific majors, minors, programs and/or formats at that campus according to the Program Schedule available in annex to the Admissions Catalog. The availability of the Summer Quarter at a single campus is also listed in the Program Schedule available in annex to the Admissions Catalog.

Specifically for the Antwerp and Brussels campuses, some courses are scheduled only in Antwerp or only in Brussels, requiring students from either campus to attend the course at the other campus. For all campuses, some courses are scheduled virtually with an off-campus professor, requiring students to attend the course from the local conference room. In both cases, exams are still organized at the home campus.

Students may still apply to majors, minors and programs at a specific campus when those majors, minors and programs are not listed as offered for that campus in the Program Schedule that is available in annex to the Admissions Catalog. In such case, the scheduling of required courses for this specialization or program cannot be guaranteed. The required courses may be available in a virtual or seminar format from or at another campus, or via Guided Learning or Online Tutoring.

UNDERGRADUATE COURSES

PRE-BACHELOR FOUNDATION COURSES

- ACA1001 - Academic Skills (5)
- BUS1001 - Fundamentals of Business (5)
- COM1001 - Communication Skills (5)
- ECO1001 - Fundamentals of Economics (5)
- QUA1001 - Fundamentals of Calculus (5)
- SOF1001 - Computer Software (5)

EXTRA-CURRICULAR ACTIVITIES






Extra-Curricular activities include company visits, guest speakers, study trips, as well as seminars and workshops on a variety of topics.

ELECTIVES

Electives can be any course from any category. The choice of electives is limited however to those courses that are listed on the course planning for a specific quarter or term, and that are scheduled at a certain campus during that period. The scheduling of courses is based solely on the enrollment of students for certain programs. The more different programs students enroll for, the more different courses, and thus electives, will be available. Should all students have enrolled for the same program, a limited number of courses can be scheduled based on the preferences of enrolled students and the availability of professors.

CORE COURSES @ UIBS

Core Courses are considered those within the BUS, ECO, FIN, MAN and MAR teaching areas, as well as the following courses from other teaching areas:

-  ACC1001 - Principles of Accounting (5)
-  ACC3001 - Cost Accounting (5)
-  ACC3002 - Managerial Accounting (5)
-  CUL3001 - Cross-Cultural Training (5)
-  FIN3001 - Managerial Finance (5)

- 🏛️ HUM2001 - Human Resource Management (5)
- 🏛️ HUM3001 - Leadership (5)
- 🏛️ HUM3002 - Organizational Behavior (5)
- 🏛️ INF2001 - Information Systems (5)
- 🏛️ OPE3001 - Supply Chain Management (5)
- 🏛️ QUA1002 - Principles of Business Calculus (5)

GENERAL COURSES @ ECLS

- 🏛️ ACA2001 - Creative Problem Solving (5)
- 🏛️ BUS2003 - Innovation (5)
- 🏛️ COM2003 - Communication Science (5)
- 🏛️ CUL2003 - Cultural Studies (5)
- 🏛️ CUL2004 - Philosophy (5)
- 🏛️ CUL3001 - Cross-Cultural Training (5)
- 🏛️ ECO2003 - International Economics (5)
- 🏛️ ECO2004 - Macro Economics (5)
- 🏛️ ECO2005 - Micro Economics (5)
- 🏛️ GLO2004 - Global Citizenship (5)
- 🏛️ GLO2005 - Globalization (5)
- 🏛️ HUM2002 - Psychology (5)
- 🏛️ HUM2004 - Physical and Mental Health (5)
- 🏛️ INF2001 - Information Systems (5)
- 🏛️ LAW2003 - International Law (5)
- 🏛️ POL2008 - Political Science (5)
- 🏛️ POL2010 - Perspectives on Politics (5)
- 🏛️ QUA2001 - Quantitative Methods (5)
- 🏛️ SCI2001 - Perspectives on Science (5)
- 🏛️ SCI2002 - Science and Innovation (5)
- 🏛️ SCI2003 - Environmental Studies (5)
- 🏛️ SOC2001 - Social Science (5)
- 🏛️ SOC2002 - Sociology (5)
- 🏛️ SOC2003 - Anthropology (5)
- 🏛️ TEC2003 - Technology and Innovation (5)

HIGHER NATIONAL CERTIFICATE AND HIGHER NATIONAL DIPLOMA YEAR 1 COURSES

- 🏛️ Business and the Business Environment (15 UK credits)
- 🏛️ Marketing Essentials (15 UK credits)
- 🏛️ Human Resource Management (15 UK credits)
- 🏛️ Management and Operations (15 UK credits)
- 🏛️ Management Accounting (15 UK credits)
- 🏛️ Managing a Successful Business Project (15 UK credits)
- 🏛️ Innovation and Commercialization (15 UK credits)
- 🏛️ Entrepreneurship and Small Business Management (15 UK credits)

HIGHER NATIONAL DIPLOMA YEAR 2 COURSES IN BUSINESS (MANAGEMENT)

- 🏛️ Business and the Business Environment (15 UK credits)
- 🏛️ Marketing Essentials (15 UK credits)
- 🏛️ Human Resource Management (15 UK credits)
- 🏛️ Management and Operations (15 UK credits)
- 🏛️ Management Accounting (15 UK credits)
- 🏛️ Managing a Successful Business Project (15 UK credits)
- 🏛️ Innovation and Commercialization (15 UK credits)
- 🏛️ Entrepreneurship and Small Business Management (15 UK credits)
- 🏛️ Management (15 UK credits)

HIGHER NATIONAL DIPLOMA YEAR 2 COURSES IN BUSINESS (MARKETING)

- 🏛️ Research Project (30 UK credits)
- 🏛️ Organizational Behavior (15 UK credits)
- 🏛️ Product and Service Development (15 UK credits)
- 🏛️ Integrated Marketing Communications (15 UK credits)
- 🏛️ Digital Marketing (15 UK credits)
- 🏛️ Developing Individuals, Teams and Organizations (15 UK credits)
- 🏛️ Pitching and Negotiation Skills (15 UK credits)

COURSES IN GLOBAL BUSINESS

- 🏛️ BUS2001 - The European Business Environment (5)
- 🏛️ BUS2003 - Innovation (5)
- 🏛️ BUS2004 - International Business (5)
- 🏛️ BUS2101 - Contemporary Cases in Global Business (5)
- 🏛️ BUS2201 - Undergraduate Research Project in Global Business (5)
- 🏛️ CUL3001 - Cross-Cultural Training (5)
- 🏛️ ECO2001 - Asian Economic Development (5)
- 🏛️ ECO2002 - European Economic Development (5)
- 🏛️ GLO2001 - Asian Perspectives on Globalization (5)
- 🏛️ GLO2002 - European Perspectives on Globalization (5)
- 🏛️ LAW2001 - European Business Law (5)
- 🏛️ OPE2003 - Global Sourcing and Logistics (5)
- 🏛️ OPE3001 - Supply Chain Management (5)

COURSES IN GLOBAL ECONOMICS

- 🏛️ BAN2001 - Global Banking (5)
- 🏛️ ECO2001 - Asian Economic Development (5)

- 🌐 ECO2002 - European Economic Development (5)
- 🌐 ECO2003 - International Economics (5)
- 🌐 ECO2004 - Macro Economics (5)
- 🌐 ECO2005 - Micro Economics (5)
- 🌐 ECO2006 - Sports Economics (5)
- 🌐 ECO2101 - Contemporary Cases in Global Economics (5)
- 🌐 ECO2201 - Undergraduate Research Project in Global Economics (5)
- 🌐 ECO3001 - Managerial Economics (5)
- 🌐 GLO2002 - European Perspectives on Globalization (5)

COURSES IN GLOBAL ENTREPRENEURSHIP

- 🌐 BUS2001 - Business Plan Essentials (5)
- 🌐 BUS2002 - Entrepreneurship (5)
- 🌐 BUS2003 - Innovation (5)
- 🌐 BUS2005 - Social Entrepreneurship (5)
- 🌐 BUS2102 - Contemporary Cases in Global Entrepreneurship (5)
- 🌐 BUS2202 - Undergraduate Research Project in Global Entrepreneurship (5)
- 🌐 DES2002 - Design Thinking (5)
- 🌐 FIN2001 - Business Financing (5)
- 🌐 HUM3001 - Leadership (5)
- 🌐 MAN2003 - Managing Growth (5)
- 🌐 MAN2004 - Risk Management (5)

COURSES IN GLOBAL FINANCE

- 🌐 ACC1001 - Principles of Accounting (5)
- 🌐 ACC3001 - Cost Accounting (5)
- 🌐 ACC3002 - Managerial Accounting (5)
- 🌐 BAN2001 - Global Banking (5)
- 🌐 FIN1001 - Principles of Finance (5)
- 🌐 FIN2001 - Business Financing (5)
- 🌐 FIN2002 - International Financial Management (5)
- 🌐 FIN2101 - Contemporary Cases in Global Finance (5)
- 🌐 FIN2201 - Undergraduate Research Project in Global Finance (5)
- 🌐 FIN3001 - Managerial Finance (5)

COURSES IN GLOBAL MARKETING

- 🌐 COM2006 - Media and Mass Communication (5)
- 🌐 COM2007 - Public Relations (5)
- 🌐 DES2001 - Design Marketing (5)
- 🌐 HUM2002 - Psychology (5)
- 🌐 MAR1001 - Principles of Marketing (5)
- 🌐 MAR2001 - Asian Perspectives on Marketing (5)
- 🌐 MAR2002 - Digital Marketing (5)
- 🌐 MAR2003 - Global Marketing Management (5)

- 🌐 MAR2004 - Sports Marketing (5)
- 🌐 MAR2005 - Retail Management (5)
- 🌐 MAR2101 - Contemporary Cases in Global Marketing (5)
- 🌐 MAR2201 - Undergraduate Research Project in Global Marketing (5)
- 🌐 MAR3001 - Consumer Behavior (5)
- 🌐 MAR3002 - Marketing Communications (5)
- 🌐 MAR3003 - Marketing Management (5)

COURSES IN ASIAN MANAGEMENT

- 🌐 BUS2004 - International Business (5)
- 🌐 CUL2001 - Asian Cultures (5)
- 🌐 ECO2001 - Asian Economic Development (5)
- 🌐 ECO2003 - International Economics (5)
- 🌐 GLO2001 - Asian Perspectives on Globalization (5)
- 🌐 HIS2001 - Asian History (5)
- 🌐 MAN2001 - Asian Management Styles (5)
- 🌐 MAN2101 - Contemporary Cases in Asian Management (5)
- 🌐 MAN2201 - Undergraduate Research Project in Asian Management (5)
- 🌐 MAR2001 - Asian Perspectives on Marketing (5)
- 🌐 OPE2003 - Global Sourcing and Logistics (5)

COURSES IN BUSINESS COMMUNICATION

- 🌐 COM2001 - Business Communication (5)
- 🌐 COM2002 - Business Writing (5)
- 🌐 COM2006 - Media and Mass Communication (5)
- 🌐 COM2007 - Public Relations (5)
- 🌐 COM2101 - Contemporary Cases in Business Communication (5)
- 🌐 COM2201 - Undergraduate Research Project in Business Communication (5)
- 🌐 CUL3001 - Cross-Cultural Training (5)
- 🌐 HUM2002 - Psychology (5)
- 🌐 MAR3002 - Marketing Communications (5)
- 🌐 OPE2001 - Event Management (5)
- 🌐 POL2006 - Lobbying (5)

COURSES IN EUROPEAN MANAGEMENT

- 🌐 BUS2001 - The European Business Environment (5)
- 🌐 BUS2004 - International Business (5)
- 🌐 CUL2002 - European Cultures (5)
- 🌐 ECO2002 - European Economic Development (5)
- 🌐 ECO2003 - International Economics (5)
- 🌐 EUR2001 - European Institutions (5)
- 🌐 EUR2002 - European Integration (5)

- 🌐 GLO2002 - European Perspectives on Globalization (5)
- 🌐 HIS2002 - European History (5)
- 🌐 LAW2001 - European Business Law (5)
- 🌐 MAN2102 - Contemporary Cases in European Management (5)
- 🌐 MAN2202 - Undergraduate Research Project in European Management (5)
- 🌐 OPE2003 - Global Sourcing and Logistics (5)

COURSES IN INTERNATIONAL MANAGEMENT

- 🌐 BUS2003 - Innovation (5)
- 🌐 BUS2004 - International Business (5)
- 🌐 CUL3001 - Cross-Cultural Training (5)
- 🌐 ECO2003 - International Economics (5)
- 🌐 FIN2002 - International Financial Management (5)
- 🌐 HUM2001 - Human Resource Management (5)
- 🌐 HUM3001 - Leadership (5)
- 🌐 HUM3002 - Organizational Behavior (5)
- 🌐 INF2001 - Information Systems (5)
- 🌐 MAN2003 - Managing Growth (5)
- 🌐 MAN2004 - Risk Management (5)
- 🌐 MAN2103 - Contemporary Cases in International Management (5)
- 🌐 MAN2203 - Undergraduate Research Project in International Management (5)
- 🌐 MAN3001 - Strategic Management (5)
- 🌐 MAR2003 - Global Marketing Management (5)
- 🌐 MAR3003 - Marketing Management (5)
- 🌐 OPE2003 - Global Sourcing and Logistics (5)
- 🌐 OPE2005 - Introduction to Project Management (5)
- 🌐 OPE3001 - Supply Chain Management (5)

COURSES IN SMALL BUSINESS MANAGEMENT

- 🌐 ACC3001 - Cost Accounting (5)
- 🌐 ACC3002 - Managerial Accounting (5)
- 🌐 BUS2003 - Innovation (5)
- 🌐 ECO3001 - Managerial Economics (5)
- 🌐 FIN3001 - Managerial Finance (5)
- 🌐 HUM2001 - Human Resource Management (5)
- 🌐 HUM3001 - Leadership (5)
- 🌐 HUM3002 - Organizational Behavior (5)
- 🌐 INF2001 - Information Systems (5)
- 🌐 MAN2002 - Family Business Management (5)
- 🌐 MAN2003 - Managing Growth (5)
- 🌐 MAN2004 - Risk Management (5)
- 🌐 MAN2005 - Small Business Management (5)
- 🌐 MAN2104 - Contemporary Cases in Small Business Management (5)

- 🌐 MAN2204 - Undergraduate Research Project in Small Business Management (5)
- 🌐 MAN3001 - Strategic Management (5)
- 🌐 MAR2005 - Retail Management (5)
- 🌐 MAR3003 - Marketing Management (5)
- 🌐 OPE2001 - Event Management (5)
- 🌐 OPE2002 - Facility Management (5)
- 🌐 OPE2003 - Global Sourcing and Logistics (5)
- 🌐 OPE2005 - Introduction to Project Management (5)
- 🌐 OPE3001 - Supply Chain Management (5)

COURSES IN ASIAN STUDIES

- 🌐 ASI2101 - Contemporary Cases in Asian Studies (5)
- 🌐 ASI2201 - Undergraduate Research Project in Asian Studies (5)
- 🌐 CUL2001 - Asian Cultures (5)
- 🌐 CUL3001 - Cross-Cultural Training (5)
- 🌐 ECO2001 - Asian Economic Development (5)
- 🌐 ECO2003 - International Economics (5)
- 🌐 GLO2001 - Asian Perspectives on Globalization (5)
- 🌐 HIS2001 - Asian History (5)
- 🌐 HIS2004 - World History (5)
- 🌐 POL2001 - Asian Politics (5)
- 🌐 POL2009 - World Politics (5)
- 🌐 REL2001 - World Religions (5)

COURSES IN COMMUNICATION STUDIES

- 🌐 COM2004 - Creative Writing (5)
- 🌐 COM2005 - Introduction to Journalism (5)
- 🌐 COM2006 - Media and Mass Communication (5)
- 🌐 COM2007 - Public Relations (5)
- 🌐 COM2101 - Contemporary Cases in Business Communication (5)
- 🌐 COM2102 - Contemporary Cases in Communication Studies (5)
- 🌐 COM2202 - Undergraduate Research Project in Communication Studies (5)
- 🌐 CUL3001 - Cross-Cultural Training (5)
- 🌐 POL2002 - Diplomacy (5)
- 🌐 POL2006 - Lobbying (5)
- 🌐 POL2007 - Negotiation and Conflict Resolution (5)

COURSES IN DESIGN MANAGEMENT

- 🌐 COM2006 - Media and Mass Communication (5)
- 🌐 DES2001 - Design Marketing (5)
- 🌐 DES2002 - Design Thinking (5)
- 🌐 DES2003 - Design Trends (5)
- 🌐 DES2004 - Graphic Design (5)
- 🌐 DES2005 - Introduction to Design Management (5)

- 🏛️ DES2101 - Contemporary Cases in Design Management (5)
- 🏛️ DES2201 - Undergraduate Research Project in Design Management (5)
- 🏛️ OPE2005 - Introduction to Project Management (5)

COURSES IN EUROPEAN STUDIES

- 🏛️ BUS2001 - The European Business Environment (5)
- 🏛️ CUL2002 - European Cultures (5)
- 🏛️ CUL3001 - Cross-Cultural Training (5)
- 🏛️ ECO2002 - European Economic Development (5)
- 🏛️ ECO2003 - International Economics (5)
- 🏛️ EUR2001 - European Institutions (5)
- 🏛️ EUR2002 - European Integration (5)
- 🏛️ EUR2101 - Contemporary Cases in European Studies (5)
- 🏛️ EUR2201 - Undergraduate Research Project in European Studies (5)
- 🏛️ GLO2002 - European Perspectives on Globalization (5)
- 🏛️ HIS2002 - European History (5)
- 🏛️ HIS2004 - World History (5)
- 🏛️ LAW2001 - European Business Law (5)
- 🏛️ LAW2002 - Introduction to European Law (5)
- 🏛️ POL2003 - European Politics (5)
- 🏛️ POL2009 - World Politics (5)
- 🏛️ REL2001 - World Religions (5)

COURSES IN FASHION MANAGEMENT

- 🏛️ COM2006 - Media and Mass Communication (5)
- 🏛️ COM2007 - Public Relations (5)
- 🏛️ FAS2001 - Fashion Marketing (5)
- 🏛️ FAS2002 - Fashion Trends (5)
- 🏛️ FAS2003 - Introduction to Fashion Management (5)
- 🏛️ FAS2101 - Contemporary Cases in Fashion Management (5)
- 🏛️ FAS2201 - Undergraduate Research Project in Fashion Management (5)
- 🏛️ HIS2003 - Fashion History (5)
- 🏛️ MAR2005 - Retail Management (5)
- 🏛️ OPE2001 - Event Management (5)
- 🏛️ OPE2005 - Introduction to Project Management (5)

COURSES IN HOSPITALITY MANAGEMENT

- 🏛️ COM2006 - Media and Mass Communication (5)
- 🏛️ CUL3001 - Cross-Cultural Training (5)
- 🏛️ OPE2001 - Event Management (5)
- 🏛️ OPE2002 - Facility Management (5)

- 🏛️ OPE2004 - Hotel Management (5)
- 🏛️ OPE2005 - Introduction to Project Management (5)
- 🏛️ TOU2001 - Destination Management (5)
- 🏛️ TOU2002 - Hospitality Management (5)
- 🏛️ TOU2101 - Contemporary Cases in Hospitality Management (5)
- 🏛️ TOU2201 - Undergraduate Research Project in Hospitality Management (5)

COURSES IN INTERNATIONAL RELATIONS

- 🏛️ GLO2003 - The Theory of International Relations (5)
- 🏛️ GLO2101 - Contemporary Cases in International Relations (5)
- 🏛️ GLO2201 - Undergraduate Research Project in International Relations (5)
- 🏛️ HIS2004 - World History (5)
- 🏛️ POL2001 - Asian Politics (5)
- 🏛️ POL2002 - Diplomacy (5)
- 🏛️ POL2003 - European Politics (5)
- 🏛️ POL2004 - Foreign Policy (5)
- 🏛️ POL2005 - International Organizations (5)
- 🏛️ POL2006 - Lobbying (5)
- 🏛️ POL2007 - Negotiation and Conflict Resolution (5)
- 🏛️ POL2008 - Political Science (5)
- 🏛️ POL2009 - World Politics (5)
- 🏛️ REL2001 - World Religions (5)
- 🏛️ SOC2001 - Social Science (5)

COURSES IN SPORTS MANAGEMENT

- 🏛️ COM2006 - Media and Mass Communication (5)
- 🏛️ COM2007 - Public Relations (5)
- 🏛️ ECO2006 - Sports Economics (5)
- 🏛️ HUM2002 - Psychology (5)
- 🏛️ HUM2003 - Sports Coaching (5)
- 🏛️ MAR2004 - Sports Marketing (5)
- 🏛️ OPE2001 - Event Management (5)
- 🏛️ OPE2002 - Facility Management (5)
- 🏛️ OPE2005 - Introduction to Project Management (5)
- 🏛️ SPO2001 - Sports Management (5)
- 🏛️ SPO2101 - Contemporary Cases in Sports Management (5)
- 🏛️ SPO2201 - Undergraduate Research Project in Sports Management (5)

COURSES IN TECHNOLOGY MANAGEMENT

- 🏛️ BUS2003 - Innovation (5)
- 🏛️ INF2001 - Information Systems (5)

- 🌐 MAN2004 - Risk Management (5)
- 🌐 MAR2002 - Digital Marketing (5)
- 🌐 OPE2005 - Introduction to Project Management (5)
- 🌐 TEC2001 - Introduction to Technology Management (5)
- 🌐 TEC2002 - Modern Technology (5)
- 🌐 TEC2003 - Technology and Innovation (5)
- 🌐 TEC2101 - Contemporary Cases in Technology Management (5)
- 🌐 TEC2201 - Undergraduate Research Project in Technology Management (5)

COURSES IN TOURISM MANAGEMENT

- 🌐 COM2006 - Media and Mass Communication (5)
- 🌐 CUL3001 - Cross-Cultural Training (5)
- 🌐 OPE2001 - Event Management (5)
- 🌐 OPE2002 - Facility Management (5)
- 🌐 OPE2005 - Introduction to Project Management (5)
- 🌐 TOU2001 - Destination Management (5)
- 🌐 TOU2003 - Sustainable Tourism (5)
- 🌐 TOU2004 - Tourism Management (5)
- 🌐 TOU2102 - Contemporary Cases in Tourism Management (5)
- 🌐 TOU2202 - Undergraduate Research Project in Tourism Management (5)

PRE-MASTER FOUNDATION COURSES

These courses are available also in an online format. Refer to the Course Planning in annex for further details.

- 🌐 ACC4001 - Comprehensive Business Accounting (5)
- 🌐 ECO4001 - Comprehensive Global Economics (5)
- 🌐 FIN4001 - Comprehensive Business Finance (5)
- 🌐 MAN4001 - Comprehensive Global Management (5)
- 🌐 MAR4001 - Comprehensive Global Marketing (5)
- 🌐 QUA4001 - Comprehensive Business Calculus (5)

UNDERGRADUATE EXTENSIONS


EXTENSION PROGRAM IN DUBLIN @ DBS

The Dublin Extension Program is operated by our local academic partner, the Dublin Business School (DBS), and is available to all Undergraduate students who wish to study abroad for a period of up to 2 semesters in Dublin, Ireland in




addition to the studies at UIBS. Credits earned at DBS may also count towards a second degree. Exclusively for students in the Bachelor in Business Studies (BBS) program, up to 30 European credits can be transferred into the program from DBS. Specific admissions and/or academic conditions may apply.


EXTENSION PROGRAM IN NEW YORK @ MCNY

The New York Extension Program is operated by  METROPOLITAN COLLEGE OF NEW YORK FOUNDED BY AUDREY COHEN IN 1964 our local academic partner, the Metropolitan College of New York (MCNY), and is available to all Undergraduate students who wish to study abroad for a period of up to 2 semesters in Manhattan, New York, in addition to the studies at UIBS. Credits earned at MCNY may also count towards a second degree. Exclusively for students in the Bachelor in Business Studies (BBS) program, up to 20 American semester credits (30 European credits) can be transferred into the program from MCNY. Specific admissions and/or academic conditions may apply.

EXTENSION PROGRAM IN CALIFORNIA @ BERKELEY HAAS

The California Extension Program is operated by  one of our local academic partners, the Haas School of Business from the University of California at Berkeley (UC Berkeley), through its Berkeley Haas Global Access Program (BHGAP), and is available to all Undergraduate students who wish to study abroad for a period of up to 2 semesters in Berkeley, California, in addition to the studies at UIBS. Exclusively for students in the Bachelor in Business Studies (BBS) program, up to 20 American semester credits (30 European credits) can be transferred into the program from Berkeley Haas. Specific admissions and/or academic conditions may apply.


EXTENSION PROGRAM IN CALIFORNIA @ UCI

The California Extension Program is operated by  University of California, Irvine one of our local academic partners, the Division of Continuing Education from the University of California at Irvine (UCI), and is available to all Undergraduate students who wish to study abroad for a period of up to 2 semesters in Irvine, California, in addition to the studies at UIBS. Exclusively for students in the Bachelor in Business Studies (BBS) program, up to 30 American

quarter credits (30 European credits) can be transferred into the program from UCI. Specific admissions and/or academic conditions may apply.

GRADUATE STUDIES PREPARATION

PROGRAM @ UCI

The International Graduate Studies  Preparation Program (IGSPP) is operated by one of our local academic partners, the Division of Continuing Education from the University of California at Irvine (UCI), and is available to all Undergraduate students who wish to complete this 9-month program in Irvine, California, in addition to the studies at UIBS. Specific admissions and/or academic conditions may apply.

DUAL BACHELOR @ UIBS

Continue in the Undergraduate program at UIBS and earn a second private (programmatically-accredited) Bachelor degree by completing an additional 60 European credits (for a combined total of 240 European credits) on a full-time or part-time basis throughout the campus network, including in an online or blended format. Any combination of programs is possible. The applicable program requirements will depend on the combination of programs. Shorter Undergraduate Certificate programs are also available.

DUAL BACHELOR @ ECLS

Continue in the Undergraduate program at ECLS, and earn a second private Bachelor degree by completing an additional 60 European credits on a full-time or part-time basis throughout the campus network. Shorter Undergraduate Certificate programs are also available.



DUAL BACHELOR IN DUBLIN

Continue in an Undergraduate program at our academic partner, the Dublin Business School (DBS), and earn a second European state-recognized Bachelor degree in Dublin, Ireland by completing an additional 60 European credits. Exclusively for students in the Bachelor in Business Studies (BBS) program, two Bachelor degrees are awarded after first earning minimum 120 European credits at UIBS and then earning minimum 60 European credits at DBS in a combined program. Specific admissions and/or academic conditions may apply.



DUAL BBA IN NEW YORK

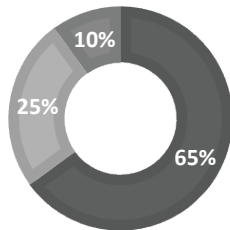
Continue in an Undergraduate program at our academic partner, the Metropolitan College of New York (MCNY), and earn a second American regionally-accredited Bachelor degree in Manhattan, New York by completing an additional 30 American semester credits. Exclusively for students in the Bachelor in Business Studies (BBS) program, two Bachelor degrees are awarded after first earning minimum 135 European credits at UIBS and then earning minimum 30 American semester credits (45 European credits) at MCNY in a combined program. Specific admissions and/or academic conditions may apply.



STUDENT PROFILE

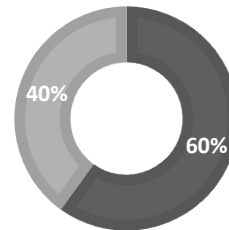
AGE

■ from 18 to 21 ■ from 22 to 25 ■ 26 or more



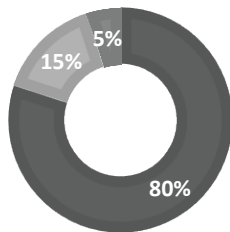
BACKGROUND

■ high school students ■ university transfer students



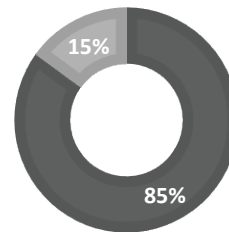
WORK EXPERIENCE

■ none ■ 1 to 3 years ■ 4 to 10 years

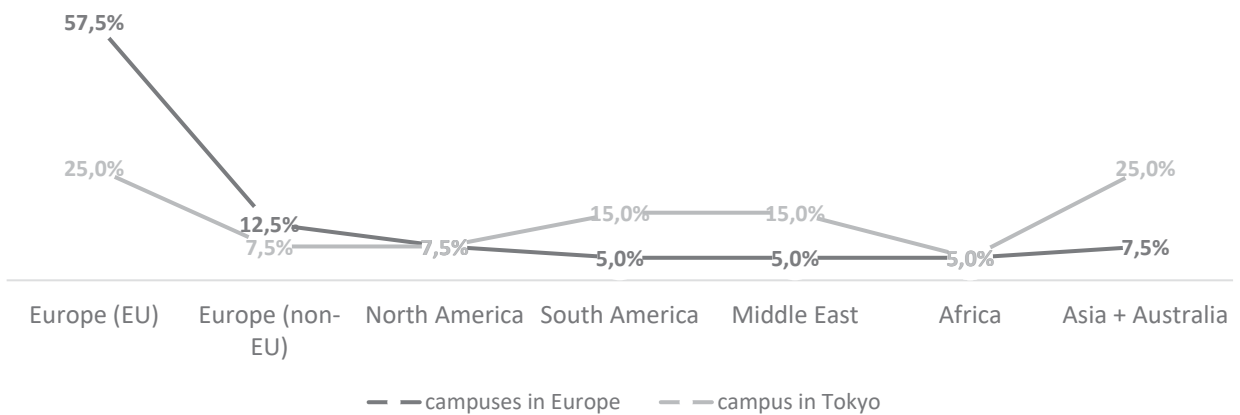


FORMAT

■ full-time studies ■ part-time studies



NATIONALITIES



ADMISSION

UNDERGRADUATE

REQUIREMENTS

Students should have obtained a high school diploma (or equivalent) that allows access to higher education in the country of origin.

PRE-BACHELOR FOUNDATION PROGRAM

Students who are 17 or older who have completed less than 12 years of formal education and who do not hold a high school diploma that allows access to higher education in the country of origin should earn up to an additional 60 credits in the Pre-Bachelor program, for example students who wish to earn a Bachelor degree and who are required to complete the Pre-Bachelor program will need to earn 60 + 180 credits.

UNDERGRADUATE DIPLOMA PROGRAM

This program is a top-up program that allows students to transfer more than 120 credits earned from other institutions and earn only the remaining number of credits to reach 180, the equivalent of a Bachelor degree, with a minimum of 30 in Pre-Master Foundation courses in order to qualify for admission in our graduate programs. Refer to the graduate admission requirements for further details.

STEP-BY-STEP

The Admissions Department welcomes qualified students of all backgrounds, nationalities and religions and does not discriminate during the admission process. Applications are accepted from students around the world, aiming to create a highly culturally diverse student body. Although there is no specific deadline to apply as applications are reviewed on a rolling basis, we advise students to apply no later than approximately 1 month before the intended starting date to allow sufficient time to plan your stay abroad. However, late applications are still accepted. Students who require a student visa are strongly advised to apply 1-3 months prior to the intended starting date to avoid any delays with the student visa application. In case the student visa is delayed, students can postpone their studies until the next available starting date. Undergraduate students may start in Term A of every quarter, as well as in Term B of the summer quarter. Graduate students may start in Term A as well as in Term B of every quarter. Refer to the academic calendar for the exact starting dates.

	Students with a national (EU, EEA, CH, JP where applicable) passport or residence permit	Students without a national (EU, EEA, CH) passport or residence permit who wish to study in Belgium, Italy, Spain or Switzerland	Students without a national (EU, EEA, CH) passport or residence permit who wish to study in the Netherlands	Students without a national passport or residence permit who wish to study in Japan
Step 1	Send all required application documents to the Admissions Department.	Send all required application documents to the Admissions Department.	Determine the possibilities to travel to and stay in the Netherlands without a student visa.	Determine the possibilities to travel to and stay in Japan without a student visa.
Step 2	After review and approval, you will receive your official acceptance documents.	After review and approval, you will receive your conditional acceptance documents.	Send all required application documents to the Admissions Department.	Send all required application documents to the Admissions Department.
Step 3	Pay the requested program fees to confirm your acceptance.	Pay the requested program fees to confirm your acceptance.	After review and approval, you will receive your official acceptance documents.	After review and approval, you will receive your official acceptance documents.
Step 4	Start your studies.	After confirmation, you will receive your official acceptance documents needed to apply for a student visa.	Pay the requested program fees to confirm your acceptance.	Pay the requested program fees to confirm your acceptance.
Step 5		Comply with the student visa guidelines and apply for a student visa with the Belgian, Spanish or Swiss Embassy or Consulate closest to you.	Start your studies.	Start your studies.
Step 6		Start your studies.		

APPLICATION DEADLINES

Our Admissions Department applies a rolling admissions process and does not set deadlines to submit applications because of the multiple starting dates available. Applications are reviewed continuously throughout the year. Only in case a student visa is required do we recommend applying 1-3 months prior to the intended starting date.

Application documents can be submitted together or separately by registered mail to the address indicated on the application form, or online through our website. As soon as we have received your complete application, you should hear from our Admissions Department within two weeks. You may be requested to submit additional documents before receiving your final acceptance letter.

REQUIRED DOCUMENTS

- ✓ Application form
- ✓ Application fee; non-refundable (refer to the Program Fees annex for details)
- ✓ Curriculum Vitae stating your full academic background and professional experience
- ✓ Copy of your valid passport, identity card and/or residence permit
- ✓ Copy of all relevant degrees, diplomas, certificates and transcripts earned to date
(English translation required except when issued in Dutch, French, German, Italian or Spanish)
- ✓ Letter of motivation stating your career objectives and program expectations
- ✓ 2 passport-size photographs
- ✓ Proof of proficiency in the English language
 - English as a native language
 - English as the language of instruction during previous studies
 - Advanced English language courses during previous studies
 - Advanced English language school certificate
 - English test scores such as IELTS, TOEFL or other (see table below)
 - TOEFL code for ECLS programs: C356
 - TOEFL code for UIBS programs: C354
 - Personal interview

LANGUAGE CRITERIA

	TOEFL IBT	IELTS	CEFRL	English Test
English lessons optional	60 or higher	6.0 or higher	C1 or higher	80% or higher
English lessons recommended	46 to 59	5.5	B2	60% to 79%
English lessons mandatory	45 or lower	5.0 or lower	B1 or lower	59% or lower

OPTIONAL DOCUMENTS

- ✓ Certificate of good conduct from your local city hall or police station
(required only for EU citizens resident in an EU country)
- ✓ 2 letters of recommendation from academic and/or professional sources
(not required for transfer students or students applying for a customized program)
- ✓ standardized test scores such as GMAT and GRE
 - GRE code for ECLS programs: 4447
 - GRE code for UIBS programs: 3850

Remarks

- ✓ There is no minimum GPA required to be admitted into our study programs. Based on your previous academic performance we may however suggest completing fewer credits or courses per quarter to optimize the duration of your studies, and to improve the success rate for each course you attempt.
- ✓ Students are highly recommended to apply for health insurance for the duration of their stay abroad. Non-resident students may need to provide a health insurance coverage certificate when applying for a student visa.
- ✓ We reserve the right to subject students to a written English evaluation prior to entering the study program. In case of average test scores, students can enter the study program, but are recommended to complete the Advanced English course offered by the school on a quarterly basis. In case of inadequate test scores, students may be required to undergo intensive language lessons prior to entering the regular study programs. Intensive private language lessons can be organized by the school or can be completed with an external language school.

EXCHANGE STUDENTS

Exchange students do not need to submit letters of recommendation and copies of all relevant degrees, diplomas, certificates and transcripts earned to date. Exchange students need to submit a certificate of enrolment from their current school, college or university along with the list of courses they intend to take during their exchange / study abroad program. Please contact your local exchange or study abroad program coordinator for more information about studying abroad. Program fees for exchange students are reduced by 50%.

While we do not participate in the European Erasmus program, we do welcome exchange students from other higher education institutions who wish to enroll for one or more quarters and transfer the credits earned back to their home institution. Refer to the course planning for further details on available courses.

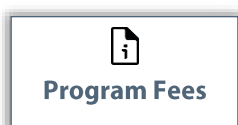
TRANSFER STUDENTS

Students from other higher education institutions can request to evaluate credits earned at their previous schools, colleges or universities to transfer into one of our programs. Transfer students do not need to submit letters of recommendation. Transfer students do need to submit transcripts from their previous schools, colleges or universities so that credits and courses may be evaluated for transfer.

Courses completed and credits earned at other higher education institutions can be evaluated for transfer into our program. For undergraduate programs, the transfer limit is set at 120 credits or 2/3 of the required credits, and for graduate programs, the transfer limit is set at 20 credits or 1/3 of the required credits, whichever criteria you meet first. Even complete certificate, diploma or degree programs may be eligible for transfer.

PROGRAM FEES

The total program fees are calculated pro-rata per campus where the student completed courses and earned credits. All fees are due payable on a quarterly basis and according to a fixed payment schedule, typically prior to the start of each new quarter. Program fees cover matriculation and tuition fees, but do not include the cost of living, housing, travel, transport, health insurance, study materials and other expenses. For more details, refer to the Program Fees annex. Additional fees that are



applicable to all students include the Application Fee, the annual Library Fees and the Graduation Fee. Other fees that apply only under certain circumstances are also listed in the Program Fees annex. Program fees are subject to an annual review and consist of matriculation fees of 25% of the total for matriculation services offered by the school's main campus, and tuition fees of 75% of the total for tuition services offered by the local campuses. Matriculation fees do not apply for students auditing courses only.

MAKING PAYMENTS

All fees must be paid directly to the school by bank transfer and upon invitation from our Admissions Department, Accounting Department, Bursar or Registrar only. Refer to the invitation or application form for bank account details. Application fees can be paid also by credit card using PayPal. Refer to the website for PayPal details. Cash payments and checks are not accepted. Please mention your name on the bank transfer when making payments. Program fees are due on a quarterly basis always before the start of each new quarter. All other fees are due payable immediately. The application fee payment is required to complete your application. Applications without a confirmed application fee are not considered. Please include a payment receipt with your application documents.

SCHOLARSHIPS

Scholarships are only limitedly available in the form of reduced program fees. Scholarships are not available at satellite and extension campuses, nor for students who have confirmed or started their studies. To apply, students should submit a separate letter in which they explain why they should be considered eligible to receive a scholarship. Scholarship amounts are based on current financial needs and previous academic performance.

The school does not receive subsidies from regional or national governments to finance its operations. Students from certain countries may not be eligible for governmental financial support while studying abroad at the school. Students who would otherwise be eligible for such financial support should contact the Admissions Department for further information about the availability of scholarships offered by the school's academic council and the availability of student loans offered by local banks.

STUDENT VISAS

ANTWERP, BRUSSELS, GENEVA, MADRID, MILAN AND ZURICH

Students without a national (EU, Iceland, Liechtenstein, Norway, Switzerland) passport or residence permit who wish to study in Antwerp, Brussels, Geneva, Madrid, Milan and Zurich are required to apply for a student visa and can be enrolled for a full-time study program only. Undergraduate students are considered as full-time when attempting 15 or more credits per quarter. Graduate students are considered as full-time when attempting 8 or more courses per quarter.

Citizens, as well as their spouses, ascending and descending, from the European Union, Iceland, Liechtenstein, Norway, Switzerland, and future EU (European Union) and Schengen countries, are exempt from having to apply for a visa to stay in Belgium, Italy, the Netherlands, Spain or Switzerland.

Once you receive your acceptance letter, you are required to pay a deposit of the program fees. Typically, the amount of the deposit equals 1/3 of the annual full-time fee but may also consist of the total fee for the study program for students from certain countries. Upon receipt of the deposit, the admissions department will prepare the required certificates.

We advise you to start the student visa application procedure immediately after you have been accepted into the program to allow ample time for the Embassy or Consulate to process your student visa application, as it may take up to 3 months to receive your student visa. When applying for a student visa, please check with your local Belgian, Italian, Spanish or Swiss Embassy or Consulate for more information.

In case your student visa application is rejected by the authorities, the original rejection letter and the student's full bank account details will be needed as proof before a program fee refund can be considered favorably (excluding all incurred administrative, legal and banking charges). Administrative charges amount to 5% or a maximum of EUR 200 / CHF 400. Refunds are processed within approximately 1 month.

Students are required to register with the local authorities upon their arrival to obtain a valid student residence permit. Registration details will be provided by the school upon arrival.

Required student visa application documents

- ✓ Schengen Visa application form
- ✓ 4 passport-size photographs with a white background
- ✓ Passport with a validity of at least 12 months
- ✓ Acceptance documents / Proof of admission (provided by the school)
- ✓ Sponsorship documents / Proof of financial means
- ✓ Medical certificate / Proof of good health
- ✓ Medical insurance with international coverage

Additional documentation and official translations in Dutch, French, German, Italian or Spanish may be required by the Embassy or Consulate.

AMSTERDAM, BARCELONA AND TOKYO

Students without a national (EU, Iceland, Liechtenstein, Norway, Switzerland or Japan respectively) passport or residence permit who wish to study in Amsterdam, Barcelona or Tokyo are responsible for obtaining their own visa or permit. The school cannot provide assistance to apply for a student visa. For more information about the various types of visas and permits available, please contact your nearest Dutch, Spanish or Japanese Embassy or Consulate.

Students who wish to study in Japan may find the following of interest:

Citizens of Australia, Canada, Denmark, Germany, Ireland, New Zealand, South Korea, United Kingdom, who reside in their country of citizenship, as well as citizens and foreigners who reside in Hong Kong or Taiwan, are able to apply for a Japanese "working holiday visa", which allows enrollment into part-time study programs combined with work and/or holidays in Japan, or enrollment into full-time study programs when in-between jobs. Age restrictions may apply. For more information, please visit: http://www.mofa.go.jp/j_info/visit/w_holiday/index.html

Students who do not hold a visa or permit for the Netherlands, Spain or Japan and who cannot enter for a 90 day or longer period as a tourist, can consider starting their studies in Antwerp, Brussels, Geneva, Madrid, Milan or Zurich instead and apply for a student visa if needed. Once students have arrived and registered their student visa with the local immigration authorities and have enrolled for a minimum period of

1 quarter in these cities and countries, students may still consider studying abroad at another campus afterwards, including in Amsterdam and Barcelona. In this case, students should keep in mind that renewing the student visa needs to be done in Antwerp, Brussels, Geneva, Madrid, Milan or Zurich and that students should be enrolled again for a minimum period of 1 quarter in these campuses after renewal.

Students who can enter the Netherlands, Spain or Japan for a 90 day or longer temporary period as a tourist, can consider completing their studies partially

or in full at the campuses in Amsterdam, Barcelona and Tokyo by re-entering on a quarterly basis within the legal boundaries. Since the academic calendar is based on a quarter system with quarters lasting 10+1 weeks, or less than 90 days, this may be considered as a possibility. In this case, we strongly recommend investigating the legal limits to avoid being denied re-entry upon return for another quarter, to minimize the number of days in the country to the actual teaching and exam weeks listed in the academic calendar, and to maximize the number of days out of the country during breaks.

STUDENT SERVICES

FINDING ACCOMMODATION

Accommodation is generally provided in cooperation with several student housing service agencies in the city, as well as through student housing websites. On-campus housing is not available. Depending on the location, some student housing agencies may reserve rooms only for our students. Bookings and rental agreements can be signed directly with the housing agencies or owners. An overview of service agencies and housing options is provided upon acceptance.

Approximate pricing

per month	Room	Small apartment	Food and Leisure
Belgium	EUR 300	EUR 600	EUR 400
Italy	EUR 350	EUR 750	EUR 400
Netherlands	EUR 350	EUR 750	EUR 400
Spain	EUR 350	EUR 750	EUR 400
Switzerland	CHF 700	CHF 1.400	CHF 800
Japan	JPY 70.000	JPY 140.000	JPY 80.000

ACADEMIC GUIDANCE AND STUDENT COUNSELING

One of our greatest assets is our ability to work with students individually. We help them plan their academic and professional future and want them to make the most out of their experience while studying at our school.

We emphasize individual counseling, personal development and cross-cultural thinking, and prepare students to critically reflect on issues, to communicate effectively, to value teamwork and to appropriately use ICT to meet a company's ever-changing organizational needs. We are convinced that fostering in students a desire for economic, social and environmental responsibilities, will impact on their future development as a leader.

CAREER PREPARATION AND JOB PLACEMENT

Our Careers Department supports our students in planning their career paths by organizing several career seminars, offering the possibility of meeting with business professionals interested in recruiting graduates, and by maintaining job and internship listings on our Careers Portal. Our study programs are designed to meet the demands of a broad range of business professions. Students are also assisted with finding attractive internships and jobs with local as well as with multinational companies and organizations. In addition, we also review our students' CV's and provide useful tips for job interviews.

WORKING PAPERLESS IN THE DIGITAL AGE

Books are generally recommended reading for all courses, except for Undergraduate Core Courses where books are required reading. All other course materials are typically provided in a digital format by the professor through the online portal. Reference books are available in the library at main and branch campuses, or online through digital renting. Students may be required to purchase a copy of certain articles, case studies or other digital materials due to copyright issues. Typically, those digital materials are within the USD 5-20 range and can be downloaded as a PDF.

Students are advised to have a personal laptop available for the duration of their studies. Our campuses are equipped with the latest wireless technology linked to a broadband internet connection. Upon registration, students are provided with a personal e-mail address and are authorized to access the online portal.

The online portal provides access not only to course materials but also to class schedules, the Careers Portal, information about events and student activities, course registration and enrolment, and various other relevant information. The portal also allows students to publish classifieds, engage in online discussions, share pictures and interesting links and stay in touch with fellow classmates or with students from other campuses.

ABOUT

ACCREDITATION

Several programs at our main campus in Zurich and at our branch campuses in Antwerp, Barcelona and Brussels are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), an organization recognized by the Council for Higher Education Accreditation (CHEA) in the United States of America. Our other campuses in Amsterdam, Geneva, Madrid, Milan and Tokyo are considered educational sites under our accredited main and branch campuses. The following programs received specialized programmatic accreditation:



- 🏛️ Associate in Business Studies (ABS)
- 🏛️ Bachelor in Business Studies (BBS)
- 🏛️ Bachelor of Business Administration (BBA)
- 🏛️ Master in Business Studies (MBS)
- 🏛️ Master of Business Administration (MBA)
- 🏛️ Master of Arts in Fashion Management (MA)
- 🏛️ Master of Science in Human Resource Management (MS)
- 🏛️ Master of Science in Marketing Management (MS)
- 🏛️ Master of Science in Financial Management (MS)
- 🏛️ Master of Science in Operations Management (MS)



Several programs at our campuses in Amsterdam, Antwerp, Barcelona, Brussels, Geneva, Madrid, Milan, Tokyo and Zurich are accredited by the European Council for Business Education (ECBE), a registered affiliate of the European Association for Quality Assurance in Higher Education (ENQA). The following programs received specialized programmatic accreditation:



- 🏛️ Associate in Business Studies (ABS)
- 🏛️ Bachelor in Business Studies (BBS)
- 🏛️ Bachelor of Business Administration (BBA)
- 🏛️ Master in Business Studies (MBS)
- 🏛️ Master of Business Administration (MBA)
- 🏛️ Master of Arts (MA)
- 🏛️ Master of Science (MS)
- 🏛️ Doctor of Business Administration (DBA)



REGISTRATION

Our branch campus in Barcelona is a registered center with Pearson, an organization regulated by the Office of Qualifications and Examinations Regulation (Ofqual) in the United Kingdom, and is approved to deliver UK state-recognized qualifications. The following programs are approved:



- 🏛️ Undergraduate
 - Level 4 Higher National Certificate (HNC) in Business
 - Level 5 Higher National Certificate (HND) in Business (Management)
 - Level 5 Higher National Certificate (HND) in Business (Marketing)
- 🏛️ Graduate
 - Level 7 Extended Diploma in Strategic Management and Leadership



CERTIFICATION

Our campus in Amsterdam was certified for inclusion in the "Centraal Register Kort Beroepsonderwijs" (CRKBO), the national registry of educational institutions offering professional education.



Our campuses in Geneva and Zurich are certified by EduQua, the Swiss quality label for further education.



Our campuses in Antwerp and Brussels are registered with the "Agentschap Innoveren en Ondernemen" department from the Flemish Ministry of Economic Affairs as an education provider in the "KMO-portefeuille" subsidy program (registration number DV.O104194).



Our campus in Amsterdam was awarded the quality label from the "Nederlandse Raad voor Training en Opleiding" (NRTO), the trade association for private educators in the Netherlands, in recognition of the quality and professional level of service offered to students.



Our campuses in Antwerp and Brussels are certified by Qfor, a European quality label for training institutions.



ACADEMIC DEGREES

The private (programmatically-accredited) international undergraduate or (post)graduate certificates, diplomas and degrees, including the degrees of Associate, Bachelor, Master and Doctor, are awarded by the school's main campus in Zurich, Switzerland upon successful completion of a study program and based on the recommendation of the academic council and of faculty of the local campuses where credits were earned. Our career-oriented programs and courses are based on the European higher education guidelines as outlined in the Bologna agreements and are fully compatible with the established European and American educational systems. Compatibility is evaluated through programmatic accreditation from the European Council for Business Education (ECBE) and from the Accreditation Council for Business Schools and Programs (ACBSP), and through cooperation agreements with our European and American academic partners. Our local campuses do not award their own certificates and degrees, and only provide educational services under supervision from the school's main campus. While our local campuses having obtained various certification labels, and while several of our study programs having obtained various programmatic accreditations from various reputable certification and accreditation organizations, our study programs do not strictly follow local educational models, and the local campuses of the school and our study programs are not registered with or recognized by the relevant local Ministry of Education, or accredited by the relevant local accreditation authorities. The United International Business Schools and the European College for Liberal Studies are independent private education institutions offering non-regulated education. The local campuses therefore remain unaffiliated with and operate independently from the relevant local Ministry of Education. Our school also does not hold US-regional accreditation, and the degrees awarded by the school's headquarters are not regulated under the Swiss Higher Education Act of September 2011. Our study programs are considered as non-regulated education under a constitutional freedom to organize education, and the private certificates and degrees awarded by the school may therefore not provide access to government employment, regulated professions¹, or further studies at other or public institutions. Our private certificates and degrees may not be considered to hold the same value, but also not necessarily a lower value, as a certificate and degree awarded by a locally registered and/or accredited higher education institution that follows the national or regional educational model. We believe that the value of an education is largely defined by its match with the expectations of the student pursuing the education and the practical use of the education in today's open economy.

In cooperation with **Metropolitan College of New York (MCNY)**, undergraduate and graduate students from across

the UIBS campus network seeking **American regionally-accredited degrees** can transfer to or continue at MCNY to earn a Bachelor or Master degree. In cooperation with **Dublin Business School (DBS)**, undergraduate students from across the UIBS campus network seeking **European state-recognized degrees** can transfer to or continue at DBS to earn a Bachelor or Master degree. In cooperation with **Pearson**, undergraduate students from across the UIBS campus network enrolled in the HNC and/or HND programs and seeking **European state-recognized degrees** can transfer to or continue at certain **UK universities** to earn a Bachelor degree. Degrees awarded by our academic partners may not automatically be recognized by the relevant education authorities in the destination country of the student either, and may also not provide access to government employment, regulated professions, or further education at other or public universities.

Admission requirements for study programs are set by each institution independently. While many of our students who earned one of our private (programmatically-accredited) degrees have continued their education at other institutions around the world, it should be noted that public institutions may not consider students with qualifications from private institutions such as ours, and that institutions with academically oriented study programs may not consider students who graduated from professionally oriented study programs, such as ours. It is therefore important to decide on an institution and study program for further education based on its compatibility with your current or former institution and study program. Our first recommendation is to consider study programs organized by our academic partners. Our second recommendation is to consider the (accredited) member institutions of the accreditation organizations whose quality standards we follow to maximize compatibility. Students who earned an American regionally-accredited degree or a European state-recognized degree from one of our academic partners may have additional further education opportunities available to them.

Furthermore, the "European Area of Recognition Manual", that provides information about "practical guidelines for fair recognition of qualifications", as developed by experts from various ENIC's and NARIC's under the European Area of Recognition project (<http://www.eurorecognition.eu>), recognizes that institutions that are not specifically following a national higher education system may still be offering legitimate study programs and qualifications. The evaluation flowchart in the manual prescribes that the responsible admissions officer should conduct research into the legitimacy of the institution and the qualification through, among others, information obtained from the applicant and from third-party quality assurance organizations. Upon confirming the legitimacy, recognition of the qualification should be considered for admission.

¹ <https://ec.europa.eu/growth/tools-databases/regprof/index.cfm?action=homepage>

COMPLAINTS

Students, alumni, faculty, staff or other stakeholders, individually or collectively, who are directly affected administratively or academically by actions by one of the school's current students, faculty or staff, have the right to contact the school to discuss their situation or to submit a complaint to the school. All issues should first be addressed personally to reach an agreement before starting the complaint procedure. Complaints that were not already addressed personally will not be considered. Academic complaints are resolved by the school's Academic Council whereby the Managing Director acts as the handler. Administrative complaints are resolved directly by the Managing Director. The applicable procedures are listed in the Student Guide and are available upon request. Complaints should be submitted in a written format no later than 4 weeks after the issue first came up. Complaints will be registered with the school for a period of 2 years and will be handled confidentially typically within a period of 4 weeks. Letters may be submitted by regular mail to Cross-Cultural Education Center, Brandschenkestrasse 38, 8002 Zurich, Switzerland. Digital letters can be submitted by e-mail to info@uibs.org. Complaints received later than 4 weeks after the issue first came up will not be considered, except when the individual or group was unable to submit the letter due to circumstances beyond their control. The letter should at minimum include the name(s), address(es), place(s) of residence, phone number(s) and e-mail address(es) of the individual(s) affected, as well as the date of the letter, a clear description of the administrative and/or academic issues to

which the complaint relates, the time(s) and date(s) at which the issues came up and to which the complaint relates, and a report from the initial personal meeting(s) in an attempt to resolve the issue.

DISCLAIMER

The information contained in this document is for informational purposes only and is believed to be reliable and accurate. We assume no responsibility or liability for any inaccurate, delayed or incomplete information, nor for any actions taken in reliance thereon. We reserve the right to change the content of this document and all other published documents at any time and without prior notice.

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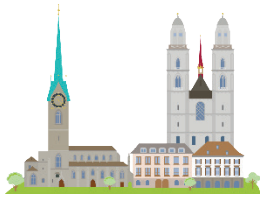
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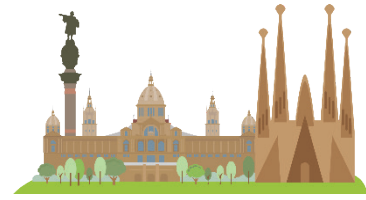
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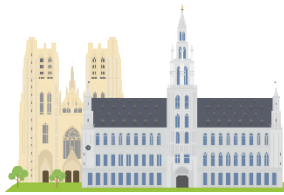
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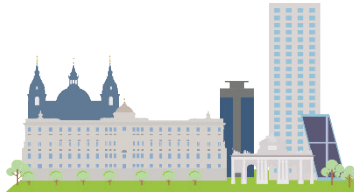
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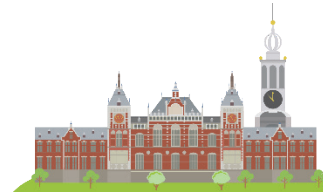
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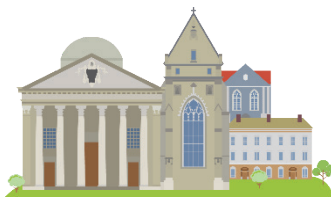
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