

ARTEVELDE BUSINESS SCHOOL

info sheet 2024 - 2025



PROGRAMME

Artevelde Business School offers semester programmes for dedicated students who want to develop a depth of knowledge about the different facets of business and combine this with a practical understanding of business in an international context. Students will explore different business implementations, gain practical skills and cultivate ideas in an intercultural environment.

We excel in experience-based learning, a practical education with case studies, lab-style teaching and coaching, real-life assignments, teamwork, presentations, debates, ...

All students need to take up 18 to 33 ECTS (1 ECTS = 25-30 hours of workload, all included)

Have a look at the programmes [here](#).

GHENT and ARTEVELDE UAS

[Ghent](#) is the second-largest student city in Belgium. Artevelde UAS has several campuses spread over Ghent. Artevelde Business School students will have classes on [Campus Stropkaai](#) and [Campus Kantienberg](#).

LANGUAGE REQUIREMENTS

All classes are taught in English and students need to have a minimum English proficiency level of TOEFL 79, CEFR B2 or IELTS 6.5.

Proof must be uploaded as part of the online application.

CONTACT INFO

Artevelde Business School - Office at Campus Stropkaai

ABS Programme coordinator:
Heidi Vervaecke - heidi.vervaecke@arteveldehs.be

Administrative support:
Daan Braet - daan.braet@arteveldehs.be

International coordinator Business and Management
Griet Naeyaert - griet.naeyaert@arteveldehs.be

CENTRAL OFFICES OF ARTEVELDE UAS

Info on visa: incoming@arteveldehs.be

ERASMUS CODE

B-GENT39



NOMINATION & APPLICATION

NOMINATION – by coordinators

Deadlines

Autumn: May 1, 2024

Spring: October 15, 2024

Coordinators nominate via [this online form](#).

APPLICATION –by nominated students

Deadlines

Autumn: May 8, 2024

Spring: November 1, 2024

Students will receive all detailed information after acceptance of nomination.

COURSE SELECTION

After acceptance of nomination, students will receive a link to indicate their top choices of packages they want to take.

After approval, they can submit their learning agreement.

EVALUATIONS

Evaluations and exams always take place on campus. The timing of the evaluations differs per programme. Students who fail one or more exams can take part in the second exam chance between August 18-September 5, 2025.

GRADING SYSTEM & TRANSCRIPT OF RECORDS

After publication of grades, students can download their transcript of records from the digital student platform.

Our grading system is as follows:

LOCAL GRADE	DEFINITION
16 - 20	Excellent
14 - 15	Very good
12 - 13	Good
10 - 11	Sufficient
1 - 9	Fail
0	Pro forma
NDO	Not participated

ACADEMIC CALENDAR & WELCOME DAYS

We welcome all students during our Welcome Days in the week prior to the start of the classes. We offer a mix of introductory and information sessions next to social and cultural activities. It is obligatory to participate.

AUTUMN SEMESTER

Welcome days 17 - 20 Sep 24

Start semester 23 Sep 24

Autumn holidays 28 Oct - 3 Nov 24

Christmas holidays 23 Dec 24 - 5 Jan 25

Examinations 8 Jan - 31 Jan 24

End of semester 31 Jan 25

SPRING SEMESTER

Welcome days 4 - 7 Feb 25

Start semester 10 Feb 25

Easter holidays 7 - 21 Apr 25

End of semester 27 Jun 25

HOUSING

Students can apply for housing offered by Artevelde UAS or find a room on the private market.

More info: click [here](#)

STUDENT GUIDE

More pre-arrival and arrival information: click [here](#).

INSURANCE

Exchange students need to have health insurance and civil liability insurance. Artevelde-UAS insures its officially registered (exchange) students automatically for accidents occurring during educational activities.

Artevelde-UAS can help you to find insurance for the duration of your stay in Ghent as an exchange student.

Contact: verzekeringen@arteveldehs.be



PROOF OF SUFFICIENT MEANS

If you are a non-EEA student¹, you will need to prove that you have the required necessary means to cover healthcare, living expenses and study and repatriation costs. There are two possibilities to do so:

Option 1: You transfer the means of subsistence for the complete semester or academic year to the blocked account of Artevelde University of Applied Sciences. The amount per month is €825 and €4,125 for a full semester (5 months). The amount is transferred back to your Belgian bank account in instalments of €825 per month.

Option 2: You have a sponsor who can demonstrate that he/she has sufficient resources to take over responsibility from you, for the semester or the academic year. You must fill out the Annex 32 document at the Embassy and email us the signed and stamped document.

We advise you to choose the first option for a smooth student visa application process at the Belgian Embassy. You will receive a 'certificate of sufficient means of subsistence' from us as proof of the payment of the means of subsistence, which will facilitate your visa application process.

The payment deadline of the 'sufficient means of subsistence' is 30 June 2024 for Autumn 2024 and 1 December 2024 for Spring 2025, to enable a timely visa application.

Check [our website](#) for more info.

¹EEA countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland.