



MINOGEST - Introduction

Introduction

MINOGEST - Teaching profile

Learning outcomes

To provide students with an introduction to the basic disciplines of business studies (knowledge), and acquaint them with the tools and



Useful Contact(s)

- Responsable administrative: [Anneliese Desbuquoit](#)
- Conseillère aux études et personne de contact: [Cécile Delannay](#)

Practical informations

Enrolling on the minor

1. Organizational details

Minor courses take place during the day on Tuesday mornings, on Wednesdays and Thursdays all day and on Friday mornings.

Academic in charge: M. de Wolf

Contact person : D. Arnould (IAG) arnould@iag.ucl.ac.be

Enrollment details:

1st level

2. Admission to the minor

Not applicable

3. Enrolling on the minor

Once s/he has enrolled on BAC12, the student enrolls on the elective on the website:

<https://uclouvain.be/optionbac>

In BAC13, the student is automatically enrolled on the minor on which s/he was enrolled in BAC12.

4. Follow-up to the minor enrollment

The follow-up to the minor enrollment request can be carried out via the BAC12 enrollment program which is available on the web.

5. Changes to the minor enrollment

Any student who wishes to change his/her choice must consult his/her son conseiller aux études (course adviser) from his/her own faculty.

Course times

1. Consulting the course times

<https://uclouvain.be/espo-mineures.html>

2. Resolving timetable clashes

Once s/he starts on the BAC12 course, the student puts together his/her BAC12 and BAC13 timetable, paying attention to the minor course times.

If a timetable clash arises, several solutions are possible :

Postponing courses :

Should a timetable clash arise in BAC12 (major course/ and elective course), the student may ask to postpone one of the two course

Signing up for minor activities

1. Information on entry requirements

This information is available in the detailed elective program (above).

2. Signing up for minor program activities

Students sign up on a paper form which is available on the site: <https://uclouvain.be/optionbac> .

The form must be returned to the secretariat of the student's own faculty.

3. Obtaining a "visa" from the person in charge of the minor

The 1st level secretariat will deal with matters relating to "visa" requests.

Available support

1. Information on the course service

Useful information will be given in class

2. Consulting the table of available support for each activity

Useful information is available in each detailed course program (above).

Organization of exams

1. Registering for exams

Students follow the same procedure to register for exams as for when they register for major course exams.

2. Consulting exam times

Elective course exams take place over the course of a special week in the session, in order to avoid timetable clashes.

The time grid is available on the website: <https://uclouvain.be/espo-mineures.html>

