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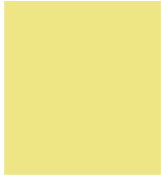
MINOGEST - Introduction

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



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 until the following year, taking account of the sequences of the courses (requirement). The course to be postponed may be the major course or elective course.

Students are not obliged to follow the 15 elective credits every year. Each year of study should ideally include 60 credits. The student must set out his/her program evenly over the two years in order to be in the best position to obtain, for the BAC13, 30 elective credits and 150 major credits.

The student must obtain the consent of the conseiller aux études (course adviser) to postpone course until the next year. The course adviser will also look at how evenly the program is spread out over the two years.

Bringing courses forward :

Should there be a timetable clash in BAC13 (major course/ and elective course), the student may bring forward one of the two courses. The course to be brought forward may be the major course or elective.

Students are not obliged to take the 15 elective credits each year. Each year of study should include 60 credits. The student must spread his/her program out evenly over two years of study in order to obtain, for the BAC13, 30 elective credits and 150 major credits.

The student must ask the conseiller aux études (course adviser) for permission to bring a course from the next year forward. The course adviser will also check that courses are spread out evenly over the two years.

Accepting the clash :

In some cases, the student may benefit from pedagogical alternatives when there is a clash of course and thus not have to attend the class in question.

If the student cannot attend the class, s/he must obtain the prior consent of the teacher.

Information on alternative pedagogical arrangements, if such arrangements exist, is available in every detailed course description (above).

Finding an equivalent course that does not lead to a timetable clash:

Useful information is available in every detailed course description (above). The student must obtain the prior consent of the conseiller aux études (course adviser) for the choice of equivalent course.

Contact people:

Conseillère aux études (course adviser) : Cécile Delannay delannay@sesp.ucl.ac.be

Information : Frédérique Rotsaert, rotsaert@sespo.ucl.ac.be tel. : 010474996

Sign ing up for 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.

