



# Creative Technologies & Entrepreneurship

academic guide

KdG exchange programme for Marketing,  
Multimedia and Creative Studies  
Academic year 2018-2019

**KdG** Karel de Grote  
Hogeschool

A unique programme, presented to you by the faculty of Management & Technology, especially for students in the field of Business Administration and Commercial Sciences, Industrial Sciences and Technology. In fact, everyone who has a background related to one of these fields of study, is welcome. Photography or graphic design (just to name two), ... this way please.

### What to expect?

This programme will attract anyone whose heart starts beating faster upon hearing the words entrepreneurship, ground-breaking multimedia and imagery. Expect the unexpected!

- Image & creativity: video, animation, graphic design
- Technology: online marketing, programming ...
- Entrepreneurship: boot camp, seminars on topic ...

Creative Technologies & Entrepreneurship (CTE) offers a fine selection of courses presented by both guest and home lecturers. All the modules are taught in English. Most subjects are open to all Management or Technology students. The courses are open to the Belgian students as electives, hence ensuring further opportunities for integration.

At the beginning of each semester, we organise "*Orientation Days*" for all incoming students. A detailed programme will be sent to the students after acceptance.



## ENGLISH LANGUAGE REQUIREMENTS

We recommend incoming students to master the English language sufficiently to participate actively in the courses. **Level B2 is recommended.**

If a student's proficiency in English does not allow him or her to participate actively in the courses, there is always the risk that the student fails for assignments or examinations. This is entirely the **responsibility of the sending institution.**

Students can take English (or other) language lessons at their own expense in the language centre of the University of Antwerp. See [www.linguapolis.be](http://www.linguapolis.be)  
Applications and fees are to be arranged directly with Linguapolis.

## ACADEMIC CALENDAR

### Autumn semester 2018

Orientation days: 11-14 September 2018

CTE information session: 14 September 2018

CTE modules, start of period 1: 17 September - 30 October 2018

Deadline changes: 6 October 2018

Autumn holidays: 29 October 2018 (one week)

Examinations: 6 November – 10 November 2018

CTE modules, start of period 2: 12 November 2018

Christmas holidays: 25 December 2018 (two weeks)

Examinations and Jury The project: 7 January 2019 – 22 January 2019

Official end: 25 January 2019

Farewell event: to be scheduled

## CONTACT DETAILS

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## THE SET-UP OF CREATIVE TECHNOLOGIES & ENTREPRENEURSHIP

The lectures are held by:

- local lecturers (2/3)
- incoming lecturers (1/3) from other universities in Europe or from companies.

The lectures are organized in 3 different intensities:

- Regular: 12 weeks of 2 hours/week or 6 weeks of 4 hours/week
- Semi-intensive: 2 weeks of 12 hours/week
- Intensive: 1 week of 24 hours/week

All timetables are published mid-September for the whole academic year 2018-2019 and can be verified on:

<https://mijnrooster.kdg.be/>

select: 'English'

select: 'Add timetable'

select: '2018/2019'

select: 'Programme of Study'

type: 'Creative Technologies & Entrepreneurship'

select: 'add timetable'

OR: log in with your KdG e-mail and password to see your personal timetable

Lectures take place from Monday to Friday between 8.00 a.m. and 6.00 p.m. and sometimes in the evening (hours are subject to changes). Lecture periods generally take 60 minutes. There is a 15 minute break after two periods. Students can have lunch in the cafeteria.

The campus is open on:

- Monday to Thursday: 7h30am – 7pm
- Friday: 7h30am – 7pm

NOTE: all services such as STIP, library, International Office, ICT service desk,... close earlier. The opening hours of the offices are available on campus.



## ASSIGNMENTS AND EXAMINATIONS

Every lecturer decides which type of evaluation is appropriate for his/her course. You can find the specific course information online in our course catalogue. Sometimes the scoring is based on a combination of several evaluations (e.g. post-assignment, group work, presentation, examination). The most common types of evaluation are:

- Intake test: in case there is a pre-assignment (e.g. reading articles or parts of a course book), a test at the beginning of the course can determine your level of knowledge;
- In-between assignments: used to evaluate on a regular basis (for regular courses);
- Post-assignments (e.g. paper, report): are to be sent in by e-mail (some weeks) after the course;
- Examinations: written examinations always take place at the end of a 6 week period.

The re-examinations will take place in August 2019. Re-examinations can be organized when mentioned in the course description and at request of the International Office of the home institution and in the following ways:

- Retaking assignments: conditions and practical arrangements: see the ECTS study-guide;
- Retaking written examinations:
  - o Either in Karel de Grote University College
  - o Or in the home institution, under supervision. Date and hour will be announced by the Karel de Grote University College and the exam copy will be sent by e-mail to the coordinator of the International Office in the home institution. After the exam has been taken, the scanned copy should be sent by e-mail to the coordinator to Karel de Grote University College.

The KdG Education and examination regulations are applicable on all exchange students and can be found on the KdG-website.

## ACADEMIC RECOGNITION

In order to be able to measure and compare the learning achievements and to transfer them from one institution to another, the European Community has developed a tool which guarantees academic recognition: the European Community Course Credit Transfer System (ECTS). It is a credit system based on the students' workload which involves lectures, seminars and self-study. In other words, it includes all work needed to prepare for an examination. The basic allocation of the academic credit system is 60 credits per year of study or 30 credits per semester.

We only accept students who enrol for a workload of **20-30 ECTS credits** per semester.

Credits are awarded only when all required course examinations have been successfully completed. Grades are awarded using the local grading system of a score on 20 points. The local grades can then be converted following the ECTS grading system.

An official ECTS grading table will be sent to the home institution together with the Transcript of Records. The table below gives insight in our grading system.

<b><u>Local grade</u></b>	<b><u>ECTS grade</u></b>
20,19,18,17	Excellent
16,15	Very good
14,13	Good
12,11	Satisfactory
10	Passing
<10	Fail

The home institution will be responsible for the full recognition of credits and grades awarded to the student.

## COURSE MATERIAL

Course materials depend on the courses for which students are registered. Books and syllabi will be available on our electronic learning platform 'Blackboard', in our library or in our Shop. The maximum cost will be around 50 euros.

## STUDENT LIFE

Antwerp is a wonderful historical old town and a student friendly city, full of fun activities. There are a lot of theatres, cinemas, concert halls, museums such as Rubens House, Plantin and Moretus, Fine Arts, Modern Arts, Fashion and Middelheim. Antwerp has an exciting nightlife but also offers plenty of daytime activities.

Within the first few days after their arrival, students will receive a **student card**. This card grants reduction in sports centres, cinemas, cultural events, restaurants, at parties, etc.

Discover **Gate15**, the student house of Antwerp:

<https://www.gate15.be/en/content/over-gate15>

Furthermore, there are opportunities for entertainment organized by students' clubs: local student clubs and ESN (**Erasmus Student Network**) <http://www.esnantwerp.org>.



If you want to meet the incoming students in advance, you can also 'like' our Facebook page: [www.facebook.com/kdginternational](http://www.facebook.com/kdginternational)



## ACCOMMODATION

Students in Flanders usually rent single rooms in a student house and share kitchen, toilet and shower. One month's rent will then cost an average of approximately 300 euro. If you want to rent a room with private toilet, bathroom and cooking facilities, the price can go up to € 400 or more. Landlords (-ladies) usually ask a guarantee of one (or two) month's rent, returned at the end of the contract.

Have a look on our website for some tips and tricks:

<https://www.kdg.be/en/education/apply#accommodation>

## INSURANCE

It is **compulsory** that all foreign students have arranged their health insurance and third-party liability insurance by themselves before arrival. The validity of the insurances must cover the whole stay of the students.

**Health insurance** means adequate coverage for medical costs in case of illness or injury.

**Third-party liability insurance** covers you in case you are sued for compensation by a third party, where they feel that they have suffered a loss as a result of your negligence or carelessness. In case you are successfully sued by a third party, your third party insurance will cover the costs of damages awarded against you and of any legal costs that you have incurred as a result of disputing the case.

For more information, please contact [international@kdg.be](mailto:international@kdg.be).

<https://www.kdg.be/en/education/apply#insurance>

## RESIDENCE PERMIT

Registration at the Migration Office is necessary for:

- Students of non-EU member states
- Students who will study two semesters in Belgium (EU and non EU-members)
- Students who want to work in Belgium (EU and non EU-members)
- Students who want to open a bank account in Belgium (EU and non-EU-members)

The procedure is explained on our website:

<https://www.kdg.be/en/education/apply#belgian-immigration>



## Online Application Procedure 'Mobility Online'

We use an online tool to register and follow up our student mobility. This tool is called Mobility Online.

### APPLICATION DEADLINE:

1st semester (Autumn semester): 15 May 2018

2nd semester (Spring semester): 15 November 2018

### NOMINATION BY INTERNATIONAL COORDINATOR

The sending institution nominates the students through a nomination form (Excel). The international coordinator of the sending institution receives this file by email, together with this brochure. Afterwards, he/she fills out the nomination file and sends it back to KdG by mail. KdG will upload this nomination file in Mobility Online.

Afterwards, the student receives a nomination mail. This mail contains a manual on how to use Mobility Online and also the necessary information to log in to Mobility Online (login and password).

### REGISTRATION INCOMING STUDENTS

In the workflow of Mobility Online, students have to complete different steps, starting with their registration. After registration they have to complete the application details and add several documents:

- Passport photo
- Letter of motivation

After approval of the application, students are invited to compose and sign their Learning Agreement.

Each step will be checked and approved (or rejected) by the International Office of KdG. The application is complete when the student enters the step : [AI] Exchange confirmed by KdG.

All these steps have to be completed well before arrival.

**Technical helpdesk Mobility Online:** [international@kdg.be](mailto:international@kdg.be)

## CHANGES TO THE LEARNING AGREEMENT

Once Creative technologies & Entrepreneurship has started, students are allowed to change the Learning Agreement before the communicated deadline (see academic calendar).

## TRANSCRIPT OF RECORDS

We will upload the Transcript of Records and the Confirmation of Study Period in Mobility Online. Students can download it and hand it over to the coordinator of their home university.

Information on the Grading Conversion Table and the procedure of the second chance exams will be sent to the student by mail at the end of the study period.



## Course List

For the most updated version of the courses, and the actual content of the courses; please check our website: <https://www.kdg.be/en/education/exchange-programmes/creative-technologies-and-entrepreneurship/course-list>

**Please pay attention to the following important remarks concerning the composition of the Learning Agreement:**

- You have to take a minimum of 21 ECTS and a maximum of 36 ECTS
- The project XL is the core element to the programme, we advise you to participate! (12 ECTS)
- You can choose freely between the other components of the programme in order to have a full programme (up to 30 ECTS)