



# Creative Technologies & Entrepreneurship

Exchange programme

Academic guide 2020-2021

This unique programme is presented to you by the faculty of Science & Technology and is open for all students in the field of Multimedia, Industrial Sciences & Technology and Business Administration and Commercial Sciences or in a related field.

## WHAT TO EXPECT?

The minor Creative Technologies & Entrepreneurship offers a selection of courses of the [professional bachelor Multimedia & Communication technology](#), a degree programme entirely in English.

Therefore, classes will be attended by both international degree students and exchange students, thus creating a real international experience. The programme is also open to Belgian students.

We offer a crossover of three domains:

- Entrepreneurial attitude
- Technical digital skills
- Creative thinking

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

Depending on your background, you pick the modules of your choice:

- Creativity: storytelling, animation, graphic design
- Technology: online marketing, principles of game design, prototyping ...
- Entrepreneurship: Lean Start Up, entrepreneurial skills, trend watching ...

At the beginning of each semester, we organize three **Welcoming Days** for all incoming students. We strongly advise you not to miss these introduction days! A detailed programme will be sent to you several weeks before the start of the programme.

As the world is rapidly changing, companies are eagerly searching for skilled people, young urban potentials, ready to take on the world. This course will give you the chance to refine your creative, technological and entrepreneur skills.



## Course List

<b>Entrepreneurship (20 ECTS)</b>	<b>Technology (electives) (15 ECTS)</b>	<b>Creativity (electives) (15 ECTS)</b>
<b>Technology &amp; Entrepreneurship – Start Up Your Start Up 10 credits - mandatory</b>	<b>Principles of game design* 5 credits - elective</b>	<b>Digital Storytelling 5 credits - elective</b>
<b>Masterclass Entrepreneurship 5 credits - elective</b>	<b>Online Marketing Essentials 5 credits - elective</b>	<b>Motion Graphics* 5 credits – elective</b>
<b>Trendwatching 5 credits - elective</b>	<b>Kickstarter Media Lab 5 credits - elective</b>	<b>Innovation Bootcamp 5 credits - elective</b>

### The Innovation Bootcamp

The Innovation Bootcamp is an intensive week organized by the Hochschule der Medien (HdM) in Stuttgart, Germany, in collaboration with the Hogeschool van Amsterdam (HvA) in The Netherlands, and Karel de Grote University College (KdG), Belgium.

The Bootcamp will take place in Antwerp and Amsterdam from 11-17 October. The two program in Amsterdam is on students own cost.

The number of participants is limited.



## Dutch Foreign Language level 1A: (for credits or not for credits)

KdG offers free Dutch language courses for all exchange students:

- Evening classes
- Courses take place at the Faculty of Management 1 IT at Campus Groenplaats, in the center of Antwerp
- You can choose whether you would like to do the course for credits (thus part of your learning agreement) or without credits.

For the most updated version of the courses please check our [Course list Creative Technologies and Entrepreneurship](#)

The study guide with a detailed description of the course can be found on [ects.kdg.be](https://ects.kdg.be)

### **Please note the following important remarks concerning the composition of your Learning Agreement:**

- You have to take a minimum of 20 ECTS and a maximum of 30 ECTS (Dutch classes excluded)
- The course "Technology & Entrepreneurship – Start Up Your Start Up" is a **mandatory** element of the programme
- A limited number of participants can be accepted in the course

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'Innovation Bootcamp'

- Required prior knowledge:
  - For the course 'Principles of Game Design' prior knowledge in programming is required
  - For the course 'Motion Graphics' we expect basic knowledge in graphic design

## APPLICATION AND REGISTRATION

### ENGLISH LANGUAGE REQUIREMENTS

As the entire programme is taught in English, you should master the English language sufficiently to participate actively in the courses. **Level B2 is strongly recommended.**

If you are not proficient enough in English to participate actively in the courses, there is always the risk of failing assignments or examinations. This is entirely the responsibility of the sending institution.

Students can take English (or other) language lessons on their own expense in the language center of the University of Antwerp ([Linguapolis](#)). Applications and fees are to be arranged directly with Linguapolis..

### 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 enroll 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.

ECTS grade	Descriptor	Score
A	<b>Excellent</b>	18-19-20
B	<b>Very good</b>	16-17
C	<b>Good</b>	14-15
D	<b>Satisfactory</b>	12-13
E	<b>Sufficient</b>	10-11
Fx	<b>Tolerable failure</b>	9
F	<b>Complete failure</b>	6
Not attended		NA
Pass with distinction		14
Pass		12
Fail		6

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

## HOW TO REGISTER?

After the deadline for nominations students will be informed about further registration. We use an online tool to register and follow up our student mobility. This tool is called Mobility Online.

In the workflow of Mobility Online, you'll need to complete different steps, starting with your registration. After you've registered you will have to complete the application details and add several documents. Once your application is approved, you are invited to compose and sign the Learning Agreement.

Each step will be checked and - if everything goes right - approved by the coordinator at KdG. The application is complete when you enter the step: [AI] Exchange confirmed by KdG.

All these steps have to be completed well **before arrival**.

Read the Mobility Online [manual](#).

- **Technical helpdesk** Mobility Online: [international@kdg.be](mailto:international@kdg.be)
- For **other questions** concerning Creative Technologies & Entrepreneurship, please contact us via: [cynthia.plette@kdg.be](mailto:cynthia.plette@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.



## ACADEMIC CALENDAR

### Autumn semester 2020

- Welcoming days: Wednesday 16 – Friday 18 September
- CTE information session: Friday 18 September (morning)
- Start Period 1: Monday 21 September
- Changes LA (meetings): Monday October 6<sup>th</sup>
- Deadline changes: Tuesday October 7<sup>th</sup>
- All Saints Day (campus closed): Monday November 1<sup>st</sup>
- Campus Closed: Tuesday November 2<sup>nd</sup>
- Autumn holidays: November 3d (one week)
- Cease fire Holiday: Wednesday November 11th
- Examinations: 9 -13 November
- Start Period 2: November 16th
- Examination committee November 25<sup>th</sup>
- Publication of results November 25<sup>th</sup> > 19:00
- Right of access November 25<sup>th</sup> – 28th
- Christmas holidays: 21 December (two weeks)
- Examinations & Jury The Project: 18 January - 22 January
- Official end of CTE 24 January
- Farewell event To be confirmed
- Examination Committee February 8<sup>th</sup>
- Publication of results February 8<sup>th</sup> > 19:00
- Right of access February 9<sup>th</sup> – 12<sup>th</sup>



## CONTACT DETAILS

Karel de Grote University of Applied Sciences & Arts  
Campus of Technology & Engineering Salesianenlaan 90  
B-2660 Hoboken Belgium

Cynthia Plette, coordinator

[cynthia.plette@kdg.be](mailto:cynthia.plette@kdg.be) Phone: +32 3 502 23 55

## 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 2020-2021 and can be verified on:

<https://mijnrooster.kdg.be/> select: 'English'

select: 'Add timetable' select: '2020/2021'

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 on [ects.kdg.be](http://ects.kdg.be). 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 2021. Re-examinations can be organized if mentioned in the course description in the following ways:

- Retaking assignments: conditions and practical arrangements: check the details in the ECTS study-guide;
- Retaking written examinations:
  - o Either in Karel de Grote University of Applied Sciences & Arts
  - o Or in the home institution, under supervision organized by the international office at the home institution. 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 of Applied Sciences & Arts;

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

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## COURSE MATERIAL

Course materials depend on the courses for which students are registered. Books and syllabi will be available on our electronic learning platform 'canvas', 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 centers, 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 join the following Facebook [group](#)! Here you can also ask question to an international student who has been studying at KdG in the past. There are also some local students who lend their apartment while they are on their exchange themselves, so just post in the group if you are looking for a room.

Further don't forget to like the [International KdG Facebook page](#)



## 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 350 euro. If you want to rent a room with private toilet, bathroom and cooking facilities, the price can go up to € 450 or more. Landlords (-ladies) usually ask a guarantee of one (or two) month's rent, returned at the end of the contract.

KdG does not have its own student accommodations. But there are plenty of rooms ("kot") in Antwerp: we suggest that you start looking for one as soon as possible.

Check the **accommodation guide** from student house [Gate15](#) for all information.

You can also join our Facebook group to look for a room (see below).

We recommend to do the following when looking for accommodation:

- ✓ Preferably search via Gate15 or Kotweb
- ✓ Found a room on Facebook? Check the address on Kotweb to see

whether it is indeed a student house

- ✓ Ask the landlord for his contact details and a copy of the ID before signing a contract or transferring any money
- ✓ Questions about quality? Request a free quality survey by phone (+32 3 338 75 74) or e-mail: [studentenhuisvesting@stad.antwerpen.be](mailto:studentenhuisvesting@stad.antwerpen.be). You can also contact Kotweb and GATE15 with any questions you have.

KdG is not responsible for any accommodations posted in our Facebook group, so please follow the steps mentioned above. 99% of students don't have any problems – but better safe than sorry!

## INSURANCE

It is **compulsory** for all foreign students to 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>

## BELGIAN IMMIGRATION

If you are from outside the EU (or some special cases like Switzerland), you will most likely need a visa to study in Belgium.

Do you need any documents for visa purposes from our side (i.e. acceptance letter or proof of solvency)? Let us know!

Some students also need a residence permit. Who has to register at the

immigration office?

- All Non-EU students
- EU students who want to work, open a bank account or stay for two semesters or more

You can find all information about residence permits on our [website](#). EU students who stay for one semester only and do not want to work do NOT have to register at the immigration office. Documents and questions need to be sent to [international@kdg.be](mailto:international@kdg.be).