

FEB Regulations – Summer Schools

To students of Economics, Business Economics, Business Engineering, Business Administration and Public Administration and Management, the Faculty of Economics and Business Administrations offers the possibility to replace an elective course in the master's programme with (successful) attendance at a summer school. Summer schools are courses offered by universities abroad during the summer months. Of course students also have the opportunity to attend a summer school of their choice without adding this to their curriculum. These regulations only apply to students who wish to attend a summer school to substitute an elective course.

Requirements

The following requirements must be met in order to replace an elective course with a summer school:

- The educational institute offering the summer school is in possession of a verifiable accreditation.
- The summer school's content is sufficiently relevant to be taken as an elective course within the programme. The summer school's programme must connect to one or multiple courses within the respective programme. A summer school can under no circumstances replace a mandatory course and its content may not overlap with mandatory courses in order to be allowed as an elective course.
- The attended programme must represent at least 5 ECTS-credits.
- The summer school's programme involves at least 2 weeks of attendance or it must be demonstrated that at least 30 hours of verifiable educational activities took place.
- The summer school's programme must include a formal evaluation (exam, paper, etc.). Grades must be presented in an official transcript of records.
- A certificate of attendance at the summer school must be delivered.
- Both the student's grades and information on the evaluation method must be provided via an official transcript of records created by the educational institution.
- A maximum of 6 ECTS-credits within a bachelor's or master's programme can be taken in a summer school to replace an elective course. The Curriculum Committee will decide if the attended summer school can be added to the curriculum to replace an elective course.
- After a positive evaluation by the Curriculum Committee the grades achieved in the summer school will be added to the student's curriculum in accordance with the ECTS regulations. The Examination Board will calculate this examination mark. If the summer school is not part of the ECTS system, an exemption will be granted.
- The table below contains an overview of the possibilities per programme:

	Bachelor	Master
Economics	6 ECTS	6 ECTS
Business Economics	6 ECTS	6 ECTS
Business Engineering	---	6 ECTS
Business Administration	6 ECTS	6 ECTS ¹
Public Administration and Management	6 ECTS	6 ECTS

- Summer school expenses are covered entirely by the student.

How to submit an application?

- Beforehand the student can ask the FSA and the Curriculum Committee whether the summer school is suited for addition to the curriculum. The student must deliver the following information to the FSA: name Summer School, organising educational institute, duration, amount of ECTS, Summer School's course sheet contents, information on evaluation, information on delivering a transcript at the end of the Summer School.
- Afterwards the student submits a formal application via Oasis (Exchange Application), for the year in which the student wishes to add the summer school to the curriculum.
- The student handles all the enrolment terms and conditions of the educational institute organising the summer school.
- After the summer school and at re-enrolment at Ghent University, the student adds the summer school to his/her curriculum and adds a Transcript of Records to the exchange application.
- The Curriculum Committee approves the curriculum.

¹ The summer school takes up 6 credits in the student's curriculum and deliberation set, but replaces only the minimum 3 ECTS-credits in mandatory elective courses.