



School of Business and Management

Incoming Exchange Students School of Business and Management Particular study expenses for the academic year 2023-2024

NOTE - ALL STUDENTS MUST HAVE THEIR OWN LAPTOP

Some costs associated with the School of Business and management also apply to incoming exchange students, such as

- the costs of study materials (manuals, courses, ...)
- specific study costs related to the course unit
- specific study costs related to the course (excluding software),
- specific study costs related to the use of software
- other costs for which the students themselves are responsible

Costs will be charged either directly by the supplier (e.g. Standaard Student Shop) or through individual invoicing by the School of Business and Management.

Categories of study costs

Study costs for books and syllabi of the course unit:

Some textbooks and syllabi students can order directly at the Standaard Student Shop, which invoices directly to the student. Students can find the required study materials per course unit in the study guide (heading "Books and syllabi"). At the start of the semester, the course lecturer will inform the student of the exact cost.

Particular study costs related to the course unit

A few examples:

- domestic study trips (transport, entrance tickets, etc)
- study trips abroad (transport, accommodation, entrance tickets, etc.)
- licences for business games, talent tests, ...
- specific software (not included in the particular study costs with regard to software use - see below)
- specific costs for projects, cases, teambuilding activities, seminars, external jury members, etc.

These costs are invoiced each semester by the School of Business and management to the students who are registered for the course unit.

Specific study costs related to the study programme (excl. software)

These are general costs related to the study programme, such as copies in limited edition, promotional gifts, maintenance of learning materials, etc.

These costs related to the study programme (excl. software) are **5 euros** and are invoiced to all students **each semester** they are enrolled in the School of Business and Management.

Specific study costs related to software use

Incoming Exchange students are offered all necessary software through the download platform of Academic Software. On this platform students find the educational software needed to follow the programme and can also get personal support in case of configuration or start-up problems. This software package includes: Office 365, Antivirus software, LinkedIn Learning, SPSS, Freeware, Combell web hosting, ... - www.academicsoftware.eu

The study cost of software bundle 1 or 2 (depending on the track) is invoiced to students based on the number of credits they are registered for after enrolment (**with a maximum of € 13.5 each semester**).

ECTS	≥ 30	< 30
Bundle 1	14 €	7 €
Bundle 2	27 €	13,50 €

In addition to this package of software, the following software is offered to each student at a discounted rate:

- Adobe creative cloud
- CollegeLanguage

The purchase of this software will be invoiced directly to the student (if the software is necessary to follow the course unit).

Other expenses for which students are responsible themselves, include

- costs for printing documents that are available through Chamilo
- costs for individual travel and accommodation (to internship, to workplace, to companies, to other campuses, abroad,...)
- costs related to individual participation in external lectures, seminars,...
- costs within the framework of reports, projects, bachelor's theses, etc. (e.g. for telephone calls, printing, scientific poster, etc.)
- costs related to the purchase of a laptop (more information can be found at www.hogent.be/student/een-vlotte-start/laptopaanbod/)
-

Both the budgeted and the non-budgeted study costs (cf. study guide) are collected each semester through direct and personal invoicing of the student.

Students who are absent from a mandatory activity without a legitimate excuse cannot claim a refund of the costs associated with that activity. Costs actually incurred for students who are absent from an activity will, however, be charged. The notification of absence must be done in accordance with the Education and Examination Regulations 2023-2024 and the departmental regulations.