

## HEBO - SUBJECT CHOICE FORM - SEMESTER 1, 2006/07

**STUDENT NAME:**.....(*Please PRINT letters*)

**Home address:** .....

**City:** ..... **Country:** .....

**Telephone:** ..... **Fax:** .....

**E-mail:** ..... **Mobile:** .....

**DO NOT FORGET TO SIGN THE FORM AT THE END AND MAKE SURE THAT IT HAS ALSO BEEN COMPLETED BY YOUR SENDING INSTITUTION.**

**NB. PLEASE NOTE THAT THIS FORM IS IN ITSELF NOT ENOUGH TO REGISTER AS A HEBO GUEST STUDENT. YOU MUST ALSO COMPLY WITH THE REGISTRATION PROCEDURE. YOU SHOULD CHECK THE GENERAL INFORMATION SHEET FOR THE DEADLINES WHICH APPLY SPECIFICALLY TO REGISTRATION. THE REGISTRATION FORMS SHOULD BE AVAILABLE FROM YOUR INTERNATIONAL OFFICE.**

The subjects which you choose to study while at HEBO will form a vital part of your exchange experience. You should therefore choose a combination of subjects which is appropriate to you and is acceptable to your University. It is also important that you **return this form to us before or on May 31<sup>st</sup> 2006**. If you don't it will mean that we cannot proceed with processing your documentation. It provides us with essential planning information.

The subjects shown below are worth a certain number of ECTS (European Credit Transfer System) points. A full semester programme should add up to **27 to 30 ECTS** points. HEBO does not welcome 'academic tourists' and you will not be accepted or your documentation processed if you do not follow a programme which meets these criteria. **WE RECOMMEND THAT YOU DO NOT CHOOSE A PROGRAMME WHICH ADDS UP TO MORE THAN 33 ECTS Points.** The course '**Dutch Culture**' is compulsory, which means you will be automatically signed up for it. Students who stay a whole year only have to take this subject in the first semester. HEBO offers other language courses at different levels other than the ones that appear on this form. *If you want to follow another level of one of the languages, please **DO NOT** sign up for the language in question on this form. Details for these courses will be provided to students upon arrival at HEBO.*

When putting down your subject choices you should also remember that each semester is split into two halves (terms 1 and 2 for semester 1 and terms 3 and 4 for semester 2). Some subjects are offered throughout the semester but most subjects are offered in the first or the second part (term) of the semester. *Please notice that subjects are only offered once in every semester (thus, subjects from term 1/3 will not be offered again in term 2/4).*

If you or the co-ordinating person from your institution does not have the information which contains details of all of the subjects on offer (**academic guide**) then they should contact HEBO.

A provisional subject list follows. In addition, to try and provide you with a guide as to how subjects are offered over a semester we include details of how they were offered in the last semester. Note, these details are offered only as guide and may well change.

**VERY IMPORTANT: It may happen that you may not be able to follow one or more of the subjects that you chose for reasons such as timetable-clashes, a subject not being offered due to insufficient demand etc. You should therefore choose at least two other subjects as a reserve which you can fall back on should this occur. This reserve list of subjects is meant for approval of the home university,**

***in case the student needs to make changes to their course registration due to timetable clashes, limited class sizes, etc. Most subjects have limited class sizes, for this reason it is very important that you return this form to us before the stated deadline (May 31<sup>st</sup> 2006).*** Places for New Media Design will be given on a first-come first-served basis. For the rest of the subjects students will need to confirm their place upon arrival. This will happen during the Orientation Programme (Week starting August 28<sup>th</sup> 2006, you will get more information on the exact dates in another mailing), which is compulsory for all students who will take part in the exchange at HEBO.

### **Subjects at IBMS**

IBMS (International Business & Management Studies) is a sister department of HEBO, which offers a number of Business and Management Studies Modules. In theory it is possible to take courses at both HEBO and IBMS. In practice this is not a straightforward matter as IBMS uses lecture times, dates and formats which are frequently not compatible with the HEBO programme. We therefore do not advise HEBO guest students to take IBMS courses.

***IMPORTANT: IBMS is much smaller than HEBO and therefore has less places available. Furthermore, places are only made available at IBMS for HEBO guest students after their own students have been placed. Information about spaces left on IBMS modules for HEBO guest students only becomes known at the start of each semester. It is only possible to confirm a place on an IBMS module after your arrival. HEBO therefore cannot accept any guest student who is REQUIRED to follow module(s) at IBMS as the risk of not being able to meet this requirement is too high.***

Should you still wish to take IBMS modules, then you should contact IBMS for more details on tel. +31704458160/4 and you must state on this form which specific subjects at IBMS you would like to follow. This in no way guarantees that you will be able to take an IBMS module.

**This box is for official use only!**

Formulier ontvangen op: \_\_\_\_\_ Afgehandeld door: \_\_\_\_\_

Please indicate with an X which subjects from the list below you would like to follow. As an indication of when and how subjects are offered across the semester the model from the last semester has been shown NOTE THAT DEPENDING ON CHOICES THIS MODEL WILL PROBABLY CHANGE, i.e. you should treat the information on terms and duration of the courses as **PURELY PROVISIONAL**. This form will be used for your subject registration, it is therefore very important that you send it to us before May 31<sup>st</sup>.

	Subject	Offered in term(s)	ECTS credits	Subjects chosen
	<b>Compulsory Course</b>			
853e	Dutch Culture	2	3	X
	<b>Languages (MVT)</b>			
D51d	Dutch for second-language learners 1	1	2	
D52d	Dutch for second-language learners 2	2	2	
869b	English for guest students (intermediate)	1 & 2	2	
856c	French for Beginners (Guest Students)	1 & 2	3	
G81b	Intensive German for Beginners (Guest Students) I	1	4	
G82b	Intensive German for Beginners (Guest Students) II	2	4	
263c	Italian for Beginners (Guest Students)	1 & 2	3	
202e	Spanish for Beginners (Guest Students)	1 & 2	3	
	<b>Communication Management</b>			
K01c	Communication Studies (an introduction approach)	1	3	
C02c	Concern Communication	1	3	
L10c	Events Organisation	1	3	
K03c	Intercultural Communication	2	3	
C01c	Internal Communication	2	3	
C08b	International Corporate Communication Management	1 & 2	6	
C03c	Marketing Communication	1	3	
C05c	Media Contacts (Organisations in the Press)	1 & 2	3	
C04c	Media in Contemporary Society	1	3	
	<b>Business Management</b>			
K05c	Business	1	4	
B06d	Cost Accounting	2	3	
B01e	Export Management and International Marketing	1	4	
B02e	Export Policy Plan/Export in Practice	1	5	
B05d	Financial Accounting	2	3	
L09c	Fundamentals of Management	2	3	
708c	International Marketing	1	3	
B08b	Global Marketing	2	3	
K12c	Organisational Behaviour	2	3	
B07c	Strategic Management	1	6	
	<b>Law, Politics and Administration</b>			
L22b	American Issues	2	3	
A04c	Contemporary Political Issues	1 & 2	3	
K04c	Core Course Europe	2	3	
819c	Decision Making in the EU in Practice (project)	1	3	
L05c	East West Relations	1	3	
K07c	European Law	2	3	
L18c	European Migration Law	1	3	
A01c	European Public Policy	2	3	
A03c	European Regional Policy	1	3	
A10b	Global Development Policy	1	3	
A07c	Human Rights	1	3	
A02c	International Organisations	2	3	
A05c	Media and Politics I	1	3	
A09b	Media and Politics II	2	3	
L06c	Nation and Identity in Contemporary Europe	2	3	
A06c	Public International Law	1 & 2	3	

<b>English Department</b>				
L17c	British Arts and Society	1 & 2	3	
E03c	Contemporary British Studies Part 1: Approaching British Culture	2	2	
E01c	Introduction to Advanced Writing	2	2	
E05c	American Studies	1 & 2	3	
L16c	Japanese Studies	1 & 2	3	
L14c	Women and Society	1 & 2	3	
<b>Culture and Society</b>				
L20b	Art and Globalisation		3	
L08c	Business Ethics	1	3	
L07c	Cultural Studies (Exploring Cultural Theory and Popular Culture)	2	3	
K10d	European Culture		3	
K02c	Introduction to Culture		3	
<b>Projects</b>				
906j	Project "Europe Calling"	2	7	
<b>Information and Communications Technology</b>				
P64c	New Media Design	1 & 2	3	

**MY RESERVE LIST OF SUBJECTS IS:**  
**(You must complete this)**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**Subjects which you would like to study IBMS**  
**(If any)**

*Subject Name* *Code*

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

*(The reserve list of subjects is meant for approval of the home university, in case the student needs to make changes to their course registration due to timetable clashes, limited class sizes, etc)*

*This section is to be completed by the student.*

I have read the advice shown above and agree to abide by it. I also understand that Dutch Culture is compulsory. I have already fulfilled the necessary procedures to register as a HEBO guest student.

NAME ..... SIGNATURE .....

DATE .....

*To be completed by an authorised person from the sending institution*

The subjects chosen by this student, including those on the reserve list have been approved by the sending institution. This approval will not be withdrawn. I also understand that because of circumstances such as timetable clashes, withdrawal of subjects due to insufficient demand, etc. it may occur that a particular subject cannot be followed. Should this be a subject that is essential, the sending institution will counsel the student as appropriate.

I also understand that attendance to Dutch Culture is compulsory. The programme chosen adds up to 27-30 ECTS points.

This institution does not oblige the student to follow any subjects chosen at IBMS because of the circumstances described previously and understands that any subjects chosen at IBMS may not be available to HEBO guest students.

I also certify that the previously described criteria have been fulfilled.

NAME: ..... SIGNATURE: .....

POSITION ..... INSTITUTION: .....

OFFICIAL STAMP OF  
SENDING INSTITUTION:

**Please note!** Transcripts of exam results will only be handed to the Home Institution when a student has complied with all our regulations for guest students. The transcripts will be available no sooner than one month after the regular exam period at the end of each semester. No request for earlier processing of results can be granted.