

Table of contents

Introduction	2
Teaching profile	3
Learning outcomes	3
Programme	3
Detailed programme by subject	3
Alternatives	4
The programme's courses and learning outcomes	5
Information	6
Evaluation	6
Possible trainings at the end of the programme	6
Contacts	6
Practical informations	6

MINOGEST - Introduction

Introduction

MINOGEST - Teaching profile

Learning outcomes

To provide students with an introduction to the basic disciplines of business studies (knowledge), and acquaint them with the tools and methods of company management (know-how), possibly allowing for the students to go on to study for a master's in Business studies.

On successful completion of this programme, each student is able to :

1. Démontrer une compréhension d'un socle de connaissances en sciences de gestion.
2. Démontrer une connaissance et une compréhension des outils et méthodes de base des sciences de gestion.
3. Découvrir et saisir la rigueur exigée et faire preuve de cette intégration.
5. Percevoir les spécificités des sciences de gestion et construire une réflexion complémentaire à celle de la discipline de sa majeure afin d'enrichir l'étude d'une problématique.

Programme

DETAILED PROGRAMME BY SUBJECT

- Mandatory
- ⌘ Optional
- △ Not offered in 2024-2025
- ⊙ Not offered in 2024-2025 but offered the following year
- ⊕ Offered in 2024-2025 but not the following year
- △ ⊕ Not offered in 2024-2025 or the following year
- Activity with requisites
- ⊕ Open to incoming exchange students
- ⊗ Not open to incoming exchange students
- [FR] Teaching language (FR, EN, ES, NL, DE, ...)

Click on the course title to see detailed informations (objectives, methods, evaluation...)

30 crédits

Year
2 3

○ Mineure en gestion (initiation) [Programme pour tous les étudiants ayant accès à la mineure à l'exception des étudiants de l'EPL]

○ Cours fondamentaux (10 credits)

Les bacheliers ayant déjà suivi dans leur majeure un ou deux cours équivalents à ces cours fondamentaux devront les remplacer par un ou deux cours de gestion supplémentaires, à choisir, avec l'accord du responsable de programme, dans la liste au choix "Cours relevant de la discipline de la gestion".

○ LECGE1115	Political Economics	Rigas Oikonomou Gonzague Vannoorenberghe	10 [q1] [45h+15h] [5 Credits] ⊕	X	X
-------------	---------------------	------------------------------------------------	---------------------------------	---	---

○ Cours au choix

Un des deux cours suivants :

⌘ LECGE1114	Statistics in Economics and Management I		10 [q2] [30h+30h] [5 Credits] ⊕	X	X
⌘ LECGE1112	Mathematics in economy and management	Pascal Lambrechts Mathieu Van Vyve	10 [q1] [45h+30h] [6 Credits] ⊕	X	X

○ Cours relevant de la discipline de la gestion

Minimum 19 crédit(s)

⌘ LECGE1113	Accounting I	Karine Cerrada Cristia	10 [q1] [45h+15h] [5 Credits] ⊕	X	X
⌘ LECGE1213	Marketing	Nicolas Kervyn	10 [q1] [30h+15h] [4 Credits] ⊕	X	X

				Year	
				2	3
⊗ LECGE1222	Microeconomics	Johannes Johnen Arastou Khatibi François Maniquet	FR [q1 or q2] [45h+15h] [5 Credits] 🌐	X	X
⊗ LECGE1223	Production and Operations Management	Per Joakim Agrell	FR [q1] [30h] [4 Credits] 🌐	X	X
⊗ LECGE1315	Business Strategy	Alain Vas	FR [q1 or q2] [20h+10h] [4 Credits] 🌐	X	X
⊗ LECGE1332	Finance	Philippe Grégoire	FR [q1] [30h+15h] [4 Credits] 🌐	X	X

⊗ Cours au choix

un des deux cours suivants (cours mutuellement exclusifs) :

⊗ LECGE1317	Critical Analysis of organizations and markets	Joseph Amougou Matthieu de Nanteuil	FR [q1] [30h] [4 Credits] 🌐	X	X
⊗ LECGE1321	Human Management	Laurent Taskin	FR [q2] [30h+15h] [4 Credits] 🌐	X	X

Alternatives

> [Minor in Mangement \(basic knowledge\) \[Programme pour les étudiants de l'EPL exclusivement\]](https://uclouvain.be/en-prog-2024-minogest-version-epl) [<https://uclouvain.be/en-prog-2024-minogest-version-epl>]

MINEURE EN GESTION (INITIATION)

- Mandatory
- ⊗ Optional
- △ Not offered in 2024-2025
- ⊖ Not offered in 2024-2025 but offered the following year
- ⊕ Offered in 2024-2025 but not the following year
- △ ⊕ Not offered in 2024-2025 or the following year
- Activity with requisites
- 🌐 Open to incoming exchange students
- 🌐 Not open to incoming exchange students
- (FR) Teaching language (FR, EN, ES, NL, DE, ...)

Click on the course title to see detailed informations (objectives, methods, evaluation...)

30 crédits

Year

2 3

○ Mineure en gestion (initiation) [Programme pour tous les étudiants ayant accès à la mineure à l'exception des étudiants de l'EPL]

○ Cours fondamentaux (10 crédits)

Les bacheliers ayant déjà suivi dans leur majeure un ou deux cours équivalents à ces cours fondamentaux devront les remplacer par un ou deux cours de gestion supplémentaires, à choisir, avec l'accord du responsable de programme, dans la liste au choix "Cours relevant de la discipline de la gestion".

○ LECGE1115	Political Economics	Rigas Oikonomou Gonzague Vannoorenberghe	FR [q1] [45h+15h] [5 Credits] 🌐	X	X
-------------	---------------------	------------------------------------------------	---------------------------------	---	---

○ Cours au choix

Un des deux cours suivants :

⊗ LECGE1114	Statistics in Economics and Management I		FR [q2] [30h+30h] [5 Credits] 🌐	X	X
⊗ LECGE1112	Mathematics in economy and management	Pascal Lambrechts Mathieu Van Vyve	FR [q1] [45h+30h] [6 Credits] 🌐	X	X

○ Cours relevant de la discipline de la gestion

Minimum 19 credit(s)

				Year	
				2	3
⊗ LECGE1113	Accounting I	Karine Cerrada Cristia	FR [q1] [45h+15h] [5 Credits] 🌐	X	X
⊗ LECGE1213	Marketing	Nicolas Kervyn	FR [q1] [30h+15h] [4 Credits] 🌐	X	X
⊗ LECGE1222	Microeconomics	Johannes Johnen Arastou Khatibi François Maniquet	FR [q1 or q2] [45h+15h] [5 Credits] 🌐	X	X
⊗ LECGE1223	Production and Operations Management	Per Joakim Agrell	FR [q1] [30h] [4 Credits] 🌐	X	X
⊗ LECGE1315	Business Strategy	Alain Vas	FR [q1 or q2] [20h+10h] [4 Credits] 🌐	X	X
⊗ LECGE1332	Finance	Philippe Grégoire	FR [q1] [30h+15h] [4 Credits] 🌐	X	X

⊗ Cours au choix

un des deux cours suivants (cours mutuellement exclusifs) :

⊗ LECGE1317	Critical Analysis of organizations and markets	Joseph Amougou Matthieu de Nanteuil	FR [q1] [30h] [4 Credits] 🌐	X	X
⊗ LECGE1321	Human Management	Laurent Taskin	FR [q2] [30h+15h] [4 Credits] 🌐	X	X

THE PROGRAMME'S COURSES AND LEARNING OUTCOMES

For each UCLouvain training programme, a [reference framework of learning outcomes](#) specifies the the skills expected of every graduate on completion of the programme. Course unit descriptions specify targeted learning outcomes, as well as the unit's contribution to reference framework of learning outcomes.

MINOGEST - Information

Evaluation

The evaluation methods comply with the [regulations concerning studies and exams](#). More detailed explanation of the modalities specific to each learning unit are available on their description sheets under the heading "Learning outcomes evaluation method".

Possible trainings at the end of the programme

The minor in business studies does not allow students to automatically go on the Master's in Business Studies unless they meet a number of conditions (with the consent of the person in charge of the program) : consideration will be paid to the all the courses that made up the student's baccalaureate, and, where the student has not taken certain courses, they will be added to the Master's in Business Studies program (maximum 15 credits). The student must have completed an " introduction to blue-collar work " and have written an analysis report on the subject. This introduction consists of one week of work, primarily of a manual nature, in companies, associations, etc.

Contacts

Curriculum Management

Entity

Structure entity

Denomination

Faculty

Sector

Acronym

Postal address

SSH/ESPO/SESP

(SESP)

Faculty of Economic, Social and Political Sciences and Communication (ESPO)

Human Sciences (SSH)

SESP

Place Montesquieu 1 - bte L2.08.08

1348 Louvain-la-Neuve

Tel: [+32 \(0\) 10 47 41 16](tel:+32210474116) - Fax: [+32 \(0\) 10 47 45 61](tel:+32210474561)

Academic supervisor: [Marco Saerens](#)

Useful Contact(s)

- Responsable administrative: [Anneliese Desbuquoit](#)
- Conseillère aux études et personne de contact: [Cécile Delannay](#)

Practical informations

Enrolling on the minor

1. Organizational details

Minor courses take place during the day on Tuesday mornings, on Wednesdays and Thursdays all day and on Friday mornings.

Academic in charge: M. de Wolf

Contact person : D. Arnould (IAG) arnould@iag.ucl.ac.be

Enrollment details:

1st level

2. Admission to the minor

Not applicable

3. Enrolling on the minor

Once s/he has enrolled on BAC12, the student enrolls on the elective on the website:

<https://uclouvain.be/optionbac>

In BAC13, the student is automatically enrolled on the minor on which s/he was enrolled in BAC12.

4. Follow-up to the minor enrollment

The follow-up to the minor enrollment request can be carried out via the BAC12 enrollment program which is available on the web.

5. Changes to the minor enrollment

Any student who wishes to change his/her choice must consult his/her son conseiller aux études (course adviser) from his/her own faculty.

Course times

1. Consulting the course times

<https://uclouvain.be/espo-mineures.html>

2. Resolving timetable clashes

Once s/he starts on the BAC12 course, the student puts together his/her BAC12 and BAC13 timetable, paying attention to the minor course times.

If a timetable clash arises, several solutions are possible :

Postponing courses :

Should a timetable clash arise in BAC12 (major course/ and elective course), the student may ask to postpone one of the two course until the following year, taking account of the sequences of the courses (requirement). The course to be postponed may be the major course or elective course.

Students are not obliged to follow the 15 elective credits every year. Each year of study should ideally include 60 credits. The student must set out his/her program evenly over the two years in order to be in the best position to obtain, for the BAC13, 30 elective credits and 150 major credits.

The student must obtain the consent of the conseiller aux études (course adviser) to postpone course until the next year. The course adviser will also look at how evenly the program is spread out over the two years.

Bringing courses forward :

Should there be a timetable clash in BAC13 (major course/ and elective course), the student may bring forward one of the two courses. The course to be brought forward may be the major course or elective.

Students are not obliged to take the 15 elective credits each year. Each year of study should include 60 credits. The student must spread his/her program out evenly over two years of study in order to obtain, for the BAC13, 30 elective credits and 150 major credits.

The student must ask the conseiller aux études (course adviser) for permission to bring a course from the next year forward. The course adviser will also check that courses are spread out evenly over the two years.

Accepting the clash :

In some cases, the student may benefit from pedagogical alternatives when there is a clash of course and thus not have to attend the class in question.

If the student cannot attend the class, s/he must obtain the prior consent of the teacher.

Information on alternative pedagogical arrangements, if such arrangements exist, is available in every detailed course description (above).

Finding an equivalent course that does not lead to a timetable clash:

Useful information is available in every detailed course description (above). The student must obtain the prior consent of the conseiller aux études (course adviser) for the choice of equivalent course.

Contact people:

Conseillère aux études (course adviser) : Cécile Delannay delannay@sesp.ucl.ac.be

Information : Frédérique Rotsaert, rotsaert@sespo.ucl.ac.be tel. : 010474996

Sign ing up for for minor activities

1. Information on entry requirements

This information is available in the detailed elective program (above).

2. Signing up for minor program activities

Students sign up on a paper form which is available on the site: <https://uclouvain.be/optionbac> .

The form must be returned to the secretariat of the student's own faculty.

3. Obtaining a "visa" from the person in charge of the minor

The 1st level secretariat will deal with matters relating to "visa" requests.

Available support

1. Information on the course service

Useful information will be given in class

2. Consulting the table of available support for each activity

Useful information is available in each detailed course program (above).

Organization of exams

1. Registering for exams

Students follow the same procedure to register for exams as for when they register for major course exams.

2. Consulting exam times

Elective course exams take place over the course of a special week in the session, in order to avoid timetable clashes.

The time grid is available on the website: <https://uclouvain.be/espo-mineures.html>

