



**Higher Educational Institute
with a Distinct Identity**
Since 1990



MASTER DEGREE
Registration Information

Academic Year 2019.2020

www.bbi-edu.eu

admission@bbi-edu.eu

BBI-LUXEMBOURG ASBL
Non profit association - R.C.S. Luxembourg – N° F 8.818
Château de Wiltz – L-9516 Wiltz, Luxembourg
Head Office: Tel: + 352 27 9112 92

WELCOME TO THE WORLD OF BBI



Dear Applicant,

Thank you for requesting information about BBI-Luxembourg. The objective of our professional oriented postgraduate programme is to educate young people in the essential disciplines of the hospitality and tourism industry for their future careers as managers and heads of departments in hotels and other related enterprises.

Our programme rigorously balances hands-on training with the supervisory and business knowledge students need to become effective decision-makers within a complex hospitality organisation. Once you have graduated from BBI, you will be equipped to take on meaningful responsibilities early on in your career, and be a productive team member, as from your first day on the job.

Classes reflect our desire to infuse real expertise into the field of hospitality management, and to adapt to the requirements of the industry. They focus on theoretical and practical learning, acquiring methodologies and languages, an introduction to basic and practical research, and, thanks to our partnerships with companies, real-life case studies.

In order to do this, we ensure that our classes are in line with what is happening in the industry. Every year, professional placements are included in the training programme, enabling our students to develop in an atmosphere as close as possible to the daily reality of life in a company and the world of business.

One of BBI's main characteristics is the team spirit, which reflects daily life in the service industry. The organization, teaching philosophy and relationship between teachers and students are built on dialogue. This favours open discussions, and contributes to and strengthens the strong cohesion needed for team work.

Besides, the hospitality background of its former students has become more and more valued in other areas of economic life, and BBI graduates can be found not only in management positions in the greater hotels all over the world, but also in management consultancies, and in marketing, sales or HR positions in companies which are not directly linked to hospitality. Finally, BBI's close relationship with the national and international hotel chains enables our students to begin their professional careers very quickly. Many of our students have already found employment before they obtain their degree.

We look forward to hearing from you in the very near future and we hope to welcome you as a BBI student.
Yours sincerely,

Hans DE MEYER
Director of Marketing & Business Development - Admissions

Data Protection Policy Regulation

As registered student at BBI, you have to provide some personal information in order to enable the provision of administrative services. By supplying this information, you are giving your consent to the Institute holding and using it for the purposes for which it was provided. The **EU General Data Protection Regulation** replaces the Data Protection Act of 2 August 2002 of Luxembourg:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, p. 1) - as of 25 May 2018.

The GDPR reforms the European Data Protection Rules by **increasing protection of personal data of individual persons**. The development of this legal framework is to protect the freedom and fundamental rights of individuals, especially their private life, in relation to the processing of their personal data.

The GDPR reassures individuals that their personal data is processed in accordance with the Data Protection Policy, which stipulates that their personal data is at all times secure from unauthorized access, alteration, misuse or loss.

International Certification



UNITED NATIONS WORLD TOURISM ORGANIZATION

The UNWTO.TedQual Certification is issued by the World Tourism Organization, a specialized agency of the United Nations, to support the quality improvement of hospitality and tourism education and training programmes around the world.

The UNWTO.TedQual Certification is based on the understanding that quality of hospitality and tourism education and training should be seen as a comprehensive and continuous process.

Since 2008, the institute (through its Brussels campus) has been awarded by the UNWTO.TedQual (Tourism Education Quality) certification and is under renewal process. This certification is the international hallmark of excellence in hospitality and tourism management education. The aim of the certification is to contribute to quality and efficiency, and represents one of the highest standards of achievement for tourism & hospitality schools worldwide.

The “TedQual” is a Quality Assurance for higher education is available to all teaching institutions, public or private, from any country in the world. Due to its quality assurance system requirements, the TedQual certification issued to an institution, fully integrates all the criteria required for INTERNATIONAL ACCREDITATION, in terms of the institution's management, structure, organisation and its educational programmes.

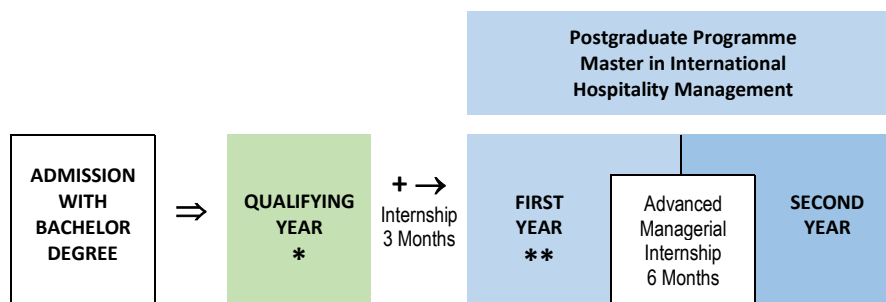
The certification is awarded for Bachelor and Master Programmes of study and a key requirement is that the programme meets the needs of the key beneficiaries (students, employers, faculty and civil society). A vital consideration is that for a programme to be awarded the UNWTO.TedQual Certification, it must follow an ethical approach according to which all actors must “do things right at all times and meet legitimate expectations of consumers/tourists.

General Admission Requirements

BBI seeks to recruit students who have a true desire for practical career preparation in their chosen field as well as the ability to achieve academic success.

- Students must have successfully completed their secondary education (High School Diploma – Six years minimum).
- Candidates must have a good knowledge of English, as it is the language of teaching. The candidate should mention to BBI if he/she is in possession of a TOEFL 550 for paper based, 213 for computer based and 79-80 for internet based or the equivalent in TOIC, IELTS, or a CAMBRIDGE certificate (Copy of the certificate).
- Candidates accept and approve the content of the rules and regulation of the institute, and agree to support the administration in upholding the rules and regulations and maintaining high standards in all phases.

Admission Scheme



* PREREQUISITE = Bachelor Degree / Not in Hospitality Field – See page 9 introductory options to access MA

** PREREQUISITE = Bachelor Degree in Hospitality Field– Direct access to MA

PREVIOUS STUDIES IN THE FIELD OF HOSPITALITY

All prospective students studying at another institute, having completed one or several years of higher education, may request study dispensations or study credits in advance of their studies at BBI.

Such requests may be made with respect to one or several courses or even for one complete year of study and must be formalised in a letter addressed to the pedagogic board, prior to the student's enrolment at the institute.

PREVIOUS STUDIES IN OTHER FIELDS

All prospective students may request to be exempt from one or several specific courses, if they have completed one or several years of higher education. This request must be put in writing and addressed to the pedagogic board prior to the student's enrolment at the institute. Candidate must attach to their letter all documents attesting to their success in the subject matter or courses from which they have requested to be exempt.

Registration Procedures

APPLICATION REQUIREMENTS

Prior the admission, the candidate must submit a signed application: "Dossier for Admission" (Ref. N° 114) to the Admission Committee, with the following documents:

- Four recent passport-type photos.
- A copy of his/her Identity Card (ID) and/or Passport (Depending of the country).
- A copy of the official test results, attesting his/her knowledge of English.
- A copy of his/her Higher Secondary Education Diploma or Graduation Certificate permitting the access to a higher educational programme of study. Official transcripts covering each year of his/her previous studies. The transcript must show all courses taken, the degree awarded (if any), the awarded date, and it must have the official seal of the school or university. If the transcripts are not issuing in English, German or French language a certified English translation is necessary with the documents.
- A "Personal Essay" explaining his/her motivation for entering BBI and specifically for pursuing the International Hospitality Management programme in view of his/her formal education and career aspirations. Describe his/her strengths and weaknesses, and expectations regarding the program (with a minimum of 1000 words and a maximum of 1500 words, typed (not hand-written), in English, signed and dated.

ADMISSION REQUIREMENTS

To decide the acceptance of the candidate the Admissions Committee examines the "Dossier of Admission" with all pertaining attachments. BBI will not take in consideration student's application without the requested abovementioned documents.

- When considering a candidate for admission, the Admissions Committee looks at his/her entire profile.
- The candidate motivation and interest in succeeding in his/her chosen career as well as previous academic qualifications demonstrated in his/her "Personal Essay" and references (academic and/or professional) are of utmost importance.
- The candidate will be invited for an individual interview to assess his/her knowledge in English language and/or general education and intelligence; capacity to analyse, summarize and express oneself. This individual interview is held at the institute or by video conference (e.g. SKYPE)

The registrar's office will then provide a "School Declaration" certifying that the candidate is officially eligible to follow either the undergraduate or the graduate programme.

When accepted the candidate has to ensure admittance by completing the following:

- The Registration Form (Ref. n° 117) + The Code of Conduct Form (Ref. n° 123)
- And to settle the registration fee of 1.950 EUROS

The student will notice that enrolment is limited in number (small classes) to guarantee a qualitative education and candidates are encouraged to submit the required documents as early as possible. Prior to presenting their admission dossier, candidates who request so may:

- Have an interview with a member of the pedagogic board or a tutor of his/her choice and look over the course syllabi
- Observe a class of his/her choice in order to evaluate the qualitative content of the course and level of teaching

STUDENT RESIDENCE PERMIT - (European Union Countries)

Students from the E.U. and other Western European countries **do not need a student visa** to study in Belgium or in Grand Duchy of Luxembourg. However, they must register with the municipal authorities (City Hall). E.U. citizens have a right to reside if they present the following documents to the municipal authorities:

- A valid passport or identity card.
- A letter certifying that the student has been officially registered at BBI
- Proof of sufficient financial support for the duration of the studies.

STUDENT VISA & RESIDENCE PERMIT (International)



The international candidate must strictly follow the instructions mentioned in the document 130. REG/NR – STUDYING IN LUXEMBURG



International applicants should be aware that there are often unavoidable delays in receiving the visa and authorisation to stay delivered by the Ministry of Foreign Affairs of Luxembourg. Experience has shown us that the prescribed period is at least 6 months. International applicants are therefore strongly advised to begin the admission process as early as possible, to allow for those delays.



Prior to the entry in the territory, for and acquisition of an authorisation to stay, as a student must be initiated without fail and be approved by the competent minister before you enter the territory of Luxembourg. Any such application made on the territory will be declared inadmissible and the student will be required to leave the territory. As mentioned in the document 130. REG/NR STUDYING IN LUXEMBOURG – Procedure for International Students – to have access to the territory student has the obligation to prove that he/she has sufficient financial resources during the course of his/her studies to cover all residence and return expenses. In order to guarantee these resources, the student, through his/her GUARANTOR must make a SECURITY DEPOSIT

Student requesting accommodation

The lodging for students is situated at the student residence building "BEAU SEJOUR", which is in the immediate vicinity of the castle, where the courses are given. The owner of the student residence is the City of Wiltz and its administration is in charge of the lodging management. A lodging contract will be established for the duration of the academic year. All rooms have a private bathroom (and toilet).

The rental per month is € 400 for a single room, including service charges, insurance, safety & security and a deposit of one month's rent for warranty. This includes electricity, heating, water & WIFI the use of the sharing commodities kitchen, living room, dining room, study room, rest room, access to the garden etc. The details for lodging reservations will be provided at the end of your admission process.

Health Insurance – Social Security In Luxembourg

The institute does not cover health insurance; therefore, the student will have to submit to the Luxembourgish legislation in terms of health insurance and benefits.

LUXEMBOURGISH SOCIAL SECURITY AGENCIES FOR STUDENTS

1. CCSS – CENTRE COMMUN DE LA SÉCURITÉ SOCIALE
This centre manages the social security administration and provides fee calculations as well as social security cards and certificates.
2. CNS – CAISSE NATIONALE DE SANTE
This entity provides the actual reimbursements for any incurred medical or related expenses.

WHO NEEDS TO REGISTER WITH THE CCSS AND/OR CNS?

All persons older than 18 years, residing permanently or temporarily in Luxembourg, must be affiliated with the CCSS and will pay a yearly fee in order to receive Luxembourgish health insurance and benefits.

Please note that some exceptions apply:

GROUP 1: Luxembourgish nationals or permanent residents (more than 5 years) who are co-insured with their family are automatically affiliated with the CCSS and covered for all medical expenses. No extra

GROUP 2: Foreign nationals from EU member states, the European Economic Area or Switzerland, entitled to health benefits in the aforementioned countries, **can receive in-kind benefits in Luxembourg** by applying for the European health insurance card from their social security agency in their country of residence. They can register directly with the CNS, if they would wish to receive these benefits. In case of absence of a European health insurance card, an S-1 form or the E109 form can be submitted.

GROUP 3: Foreign nationals entitled to health benefits from states that have signed a social security agreement with Luxembourg, must provide documentation proving they are covered by the social security system in their country of origin in order **to receive in-kind health insurance benefits in Luxembourg**. Afterwards they can register with the CNS, if they would wish to receive these benefits. Depending on the country, the relevant form from the institution in the country of origin will be required.

The following countries fall under this rule:

Albania, Argentina, Bosnia-Herzegovina, Brazil, Bulgaria, Canada, Cape Verde, Chili, China, Croatia, India, Iceland, Japan, Macedonia, Morocco, Moldavia, Montenegro, Philippines, Québec, Serbia, Tunisia, Turkey, Uruguay, USA

WHAT DOES IT COVER?

Considering all services have been provided within Luxembourg, the CNS reimburses costs related to medical care, dental care, medication and hospitalisation.

HOW MUCH DOES IT COST?

The amount of the monthly fee is calculated based on the social minimum salary in Luxembourg. The lump sum for students has been set to 40,50 EUR* per month or 486,00 EUR* per year.

** This reduced fee is only available to students up to 30 years old and considering you are not part of group 1, 2 or 3.*

WHAT TO DO?

As educational institute, the institute is responsible by law, to ensure all its students register with the CCSS and/or CNS and payment of the fee, if applicable, is processed. The following procedures will have to be followed by all registered students, with exception of Luxembourg nationals or permanent residents:

- A. You are part of group 2 or 3 and wish to receive reimbursements and benefits in Luxembourg. Please follow the steps below:**

STEP 1

Send the following documents to the Secretary Office by post or by email:

- A certified colour copy of your European health insurance card. If not available, the appropriate form from the adequate institute in your home country.
- A certified colour copy of your passport
- A social security registration form – signed and dated

STEP 2

Upon receipt of the required documents, the institute will submit your registration directly at the CCSS/CNS for further processing.

NOTE: Your enrolment and school registration has to be finalised before this step can be completed.

STEP 3

The CCSS will confirm your registration and indicate the start of the insurance as well as the monthly cost. You will equally receive a social security card to be used for any medical interventions, purchase of medication or hospitalisation.

B. You do not belong to any of the aforementioned groups. Please follow the steps below:

STEP 1

Send the following documents to the Secretary Office by express service (DHL/FEDEX/UPS/...) or by email:

- A certified colour copy of your passport
- A social security registration form – signed and dated

STEP 2

As part of your registration or renewal, you will be asked to pay the annual fee for the social security. This amount is set to 486 EUR and is payable to BBI Luxembourg as follows:

- **BIL – Banque International de Luxembourg**
 - **IBAN code: LU04 0024 1100 2573 6500 – BIC/SWIFT Code : BILLULL**
- All amounts are net and bank transfer charges are borne by the student.**

STEP 3

Upon receipt of the payment and all the required documents, BBI Luxembourg will submit your registration and payment directly at the CCSS/CNS for further processing.

NOTE: Your enrolment and school registration has to be finalised before this step can be completed.

STEP 4

The CCSS will confirm your registration and indicate the start of the insurance as well as the monthly cost. You will equally receive a social security card to be used for any medical interventions, purchase of medication or hospitalisation.

Introductory for Master Curriculum - Bridge Year & Qualifying Year

Prerequisite to follow the MASTER PROGRAMME is a BACHELOR DEGREE. For candidates, having completed their BA and/or MA in another field of education than hospitality, BBI offers two customised options, which depend of the previously field of study, as well as based on the candidate's profile, to determine the most appropriate path, having regard to the two proposed options.

For students coming from diverse BACHELOR and/or MASTER backgrounds, it is important that every students start the MASTER programme with the same basis. This is essential in order to fill the shortcomings in OPERATIONAL KNOWLEDGE. It helps to bring together the individual students skills to create a common denominator – without making them homogenous – so they can begin the real mastery with an equivalent basis.

BRIDGE YEAR

These add-on courses constitute the basic knowledge not acquired (not exceeding 30 ECTS credits), in other words the student is admitted in the 1st year of the MASTER, but on condition of completing a selection of courses of the BACHELOR in progress of the MASTER programme. It aims at the overall understanding of the OPERATIONAL KNOWLEDGE, which is the basis of the hospitality management,

QUALIFYING YEAR

This qualifying year is an upgrading year. It is a customised programme consisting of ten operational modules, which includes accommodation (ROOMS DIVISION) and catering (FOOD & BEVERAGE) techniques. To achieve this objective of acquiring OPERATIONAL skills, the programme includes an essential three-month practical internship and a "FWP - FINAL WORK PAPER MENU ENGINEERING".

It enables students to develop their creativity in terms of skills. Moreover, it gives them the ability to manage and calculate the "FOOD COST - PRIME COST - RATIOS ETC" and maintain the production within an allocated budget, while absorbing the marketing aspects.

Qualifying Programme

Programme – 60 ECTS		Module	ECTS
PART 1 - ROOMS DIVISION			
1	Revenue Operations	AS 1010	5
2	Front Office Operations	AS 1015	4
3	Computer Technology & Property Management System “OPERA”	AS 1017	4
4	Housekeeping Operations	AS 1018	4
PART 2 - FOOD & BEVERAGE DEPARTMENT			
1	Food & Beverage Planning & Control	AS 2019	5
2	Food & Beverage Services	AS 2023	4
3	Food & Beverage Purchasing & Procurement Operations	AS 2026	4
4	Food & Beverage Operations & Oenology	AS 2013	4
ASSIGNMENTS			
1	FWP I - Final Work Paper - Menu Planning and Costing “Menu Engineering”	AS 2026	10
2	Basic Operational Internship of 12 Weeks (3 Months)	AS 2013	16

Postgraduate Curriculum - Master

This specific programme developed by BBI, meets and anticipates the increasing demands made by students who wish to undertake an Executive Career in the hospitality and tourism industry. The objective of the MA programme is to equip the students with a more complete set of skills and the knowledge with which to face a competitive and fast-moving world.

The students will gain a firm practical understanding of the management trends that make a difference at international level. The MA programme provides an educational opportunity in the applied science of hospitality business, in management, in teamwork and in decision-making. It provides also an in-depth expertise in the fields of practical research and critical analysis. The students learn the characteristics and techniques used in the context of applied management, focused on specific objectives.

The students learn to integrate different Specialisations and Techniques in the broad framework of goal-oriented organisations, but also to apply management theory in his field of specialisation. The students will receive more specialised knowledge in a number of CASE STUDY.

The MA follows the normal path of the "BOLOGNA PROCESS" and is equivalent to 120 ECTS credits. It includes for both years a total of 3100 hours of study including an advanced internship at management level of 6 months (ERASMUS+ PROGRAMME) and eventually a preparatory year, which in this case is equivalent to 60 ECTS.

Master Curriculum Scheme

MA 1			MA 2	
Major Modules	Research Assignments Case Study + Business Plan	Internship	Internship	Dissertation (DIS) Research Project
Courses/Workshop	Courses/Workshop (Tutoring)	Hospitality or Related Business		Workshop Guidance & Preparation
From October To December 3 Months	From January To May 5 Months	6 Months Option 1 = From June To November Option 2 = From July To December		January 1 Month
Ongoing Assessment	Ongoing Assessment For Case Study Final Examination for Business Plan In May	Periodic Internship reports + Final report at the end of the 6 months period		Examination Oral Jury Presentation June (5) Or second session September (7)

ECTS – EUROPEAN TRANSFER CREDIT SYSTEM

The number of hours per year based on the ECTS criteria in the form of a numerical value allocated to each course unit. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, tutorials, fieldwork (internships), private study – in the library or at home – and examinations or other assessment activities.

The applied grading system reflects the adequacy between the BBI grading system and the ECTS promoted by the **European Community** (Bologna Process). It is a means of improving academic recognition for cooperation between higher institutes and/or universities. ECTS is applicable to all public and private European higher institutes and universities.

In itself, ECTS in no way regulates the content, structure or equivalence of study programmes; these are quality issues, which have to be determined by the higher education institution itself when establishing a satisfactory basis for cooperation agreements, bilaterally or multilaterally.

Internship

The duration of the internships is 6 Months. Internships are mandatory and can be provided:

- a) Within Hospitality & Tourism organisations, knowing that it should be taken in the wider sense, as defined by WTO, which is to say including hotels, resort, SPA, condominium, restaurants, catering, sport & leisure recreation, travel, senior retirement home etc
- b) Within all other service sector if the internship is related to Marketing, Finance, Human Resources or International management.

They are an indispensable complement to the formal teaching and are an integral part of the study programmes. The internships value is 28 ECTS credits for the undergraduate programme. They are structured around a progress and supervision plan established by the institute, entitled TRAINEE MANUAL.

This contains a progress-guide, allowing an objective evaluation of the work carried out by the student during the internship. In this way, students remain in constant contact with the institute and inform it on the results of their work plan and progression. At the end of the training period the students establish also a report to show how they have developed.

The institute helps each student to select the most appropriate internship, through:

1. Hospitality Career Days

Hospitality Career Days are held annually and bring hospitality companies from various European countries to the institute. Representatives from these companies participate in several functions designed to give both companies and students, faculty and staff a chance to meet informally and talk about the directions being charted by the companies, how these directions mesh with student's educational and professional goals, and the institute's educational mission.

They also afford students the opportunity to learn about internships, student jobs and permanent career opportunities offered.

2. HOSCO Platform

As part of the internship, this platform is the match between education and the professional world. This innovative tool allows students to pursue excellence in their careers, but also for companies to select the best candidates for the positions they offer. Through a single point of contact, students from selected hotel schools use HOSCO to access leading hospitality companies and their available positions on a global market basis.

This platform allows students to select and make informed choices about their internship, but also gives direct and easy access to all relevant information relating to social legislation, living conditions, etc, for each country. Similarly, with this unique platform, hotel companies that are members have real-time access to the largest number of highly qualified candidates for internships.

Through this "community", employers have a visual for the recruitment of young talent that best meet the values of their company.

Master Programme – 120 ECTS

MA 1

COURSE

1	International Business Management
2	Entrepreneurship and Innovation Management
3	Enterprise Risk Management & Internal Audit Management
4	Human Resources - Leadership and Management
5	Corporate Financial Management
6	Sustainable Development & Innovation

Module	ECTS
AM 4055	4
AM 4051	4
AM 4053	4
AM 4304	4
AM 4466	4
AM 4052	4

RESEARCH - ASSIGNMENT

6	Business Plan – Hotel Strategies & Development
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AS 5094	20
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RESEARCH - CASE STUDY

7	Marketing and Segmentation Strategies
8	Financial management - Asset and Investment
9	Human Resources Business - Ethics and Across Cultures
10	Entrepreneurship - Strategic Planning System
11	International Business

CS 4251	3
CS 4095	3
CS 4254	3
CS 4255	3
Cs 4257	3

Internship Period MA 1 & 2

INTERNSHIP

12	Advanced Internship of 6 months
	○ Professional Managerial Training - Trainee Manager

AS 5097	28
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MA 2

RESEARCH – PROJECTS

13	Workshop General Data Protection Regulation - GDPR
14	Dissertation - Guidance and Preparation

WS 4256	3
AS 5096	30

LANGUAGE MODULES

Language modules are a transversal competency service offered to students, with the objective to improve their skills and thus facilitate their access to internships in different European countries. The MA curriculum provides extra language courses provided through E-learning system by the platform of "ALTISSIA International", which offers to learn English, German, Spanish, French and Dutch languages.

Master Degree School Fee - 2019.2020

The board of governors fixes the school fee on an annual basis. The annual school fee is related to the cost of living index of Luxembourg and as such can be increased each year. School fees already paid cannot be reimbursed under any circumstances. School fees and instalments for European students including EEA citizens* and international students are different. The following countries are members of the EEA (European Economic Area):

Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom, Liechtenstein, Norway and Switzerland. The last three afore-mentioned countries are in the EEA but they are not members of the European Union (EU). Switzerland is not a member of the EEA, neither of the EU, but does have similar rights.

SCHOOL FEE - EUROPEAN STUDENTS INCLUDING EEA CITIZENS

A. Qualifying	Introductory to postgraduate programme (2 semesters)	€ 9.945,00 / Current year
B. Master	Postgraduate programme (2+2 semesters)	€ 10.950,00 / Current year

Annual school fee is net, and are to be paid as follows:

Qualifying & Master	One initial down payment of	€ 1.950,00	at registration to ensure admittance
Qualifying	+ A remaining payment of	€ 8.000,00	by 15 th of September at the latest
Master	+ A remaining payment of	€ 9.000,00	

SCHOOL FEE INSTALMENTS - EUROPEAN STUDENTS INCLUDING EEA CITIZENS

The remaining payment for Qualifying and Master School fee can be paid in three instalments after the initial down payment. To this effect, the student must introduce a written and motivated request, to the Board of Governors. If the BG accepts the student's request, a specific document for acknowledgement of debts will be established by the school administration.

SCHOOL FEE – INTERNATIONAL STUDENTS



Qualifying	Introductory to postgraduate programme (2 semesters)	€ 10.950,00 / Current year
Master	Postgraduate programme (2+2 semesters)	€ 11.950,00 / Current year

Annual school fee is net, and are to be paid as follows:

Qualifying & Master	One initial down payment of	€ 1.950,00	at registration to ensure admittance
Qualifying	+ A remaining payment of	€ 9.000,00	by 15 th of September at the latest
Master	+ A remaining payment of	€ 10.000,00	

School fee instalments for international students is only accessible in the second year of the BA programme under the same conditions.

Payments to:

BIL – BANQUE INTERNATIONALE DE LUXEMBOURG
Code IBAN: LU04 0024 1100 2573 6500 - Code BIC/SWIFT: BILLULL
All amounts are net and bank transfer charges are borne by the student.

SCHOOL FEE INCLUDES

- Admission, tuitions, coaching, tutoring, Internship service and career placement
- Syllabi, handouts and power points
- Intermediary tests and final examinations (except for some additional Retake examination)
- Language courses through e learning platform – ALTISSIA International system
- Participation in professional “workshops” and “seminars” in the country
- Individual insurance covering “Accident” & “Public Liability” during all activities organised by BBI
- IT Services (Internet/e-mail) + Library Services (Books and Videos)
- Alumni Club Network HOSCO International Platform for Internship & Job Placement
- Certificate of competence awarded on completion of course examination obtained with a B grade

Every effort has been made to ensure the accuracy of the information contained in this brochure. However, the content presented is for information only and in no way constitutes a contract between candidates, students or third parties and BBI. The institute reserves the right to change any rules and regulations or requirements, courses or curricula at any time by official action of the board of governors.