

**GUIDE TO BUSINET 2017**

**Introducing the Organisation**

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Businet was established in 1987 by a group of higher education business institutions keen to develop European programmes in Business and to promote opportunities for Institutes of Higher Education, their staff, and their students. Currently the organisation has 102 members and is represented in 31 countries.

It provides educational establishments, staff, industry and students, a vehicle for networking, as well as providing the structure for effective co-operation.

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**Commonly used terminology associated with the organisation and structure**

**Working groups**

Many activities of the organisation take place within the working groups of the network. These working groups are established by either curriculum area or by special interest. The HED prefix refers to one of the Qualifications validated by the Network - The Higher European Diploma (HED). Students studying in an approved programme who satisfy the assessment requirements of the specific certificate/diploma are awarded a Businet HEC/HED qualification.

The activities of these groups involve managing teacher and student exchanges, the conferment of Higher European Diplomas and Certificates, the organisation of intensive programmes bringing students from across Europe together, and the accessing of opportunities provided by European funding mechanisms.

The curriculum (working) groups currently are:

* HEDFIN - Financial Services and Accounting
* HEDICT - Information and Computer Technology
* HEDMINT - Marketing and International Trade
* HEDTOUR - Tourism
* HEDCOM - Communications
* Intercom - Multilingual, Multicultural and Multidisciplinary Business

Competences

* HEDLAW - Business Law
* Health - Business Health

Additionally, there are five special interest groups:

* IRM - International Relations Managers

The International Relations Managers working group brings together people responsible for managing international activities of their institutions. It allows for the sharing of good practice and networking. It examines new developments in EU and the funding mechanisms associated with education. Discussions are broad based, and examine common issues, with the aim of sharing good practice and mutually benefiting.

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* DMF - Decision Makers Forum

The Decision Makers Forum group was established to provide a network for senior staff in member organisations with a strategic function. The group meets to discuss current issues of a strategic nature, and examines strategies across different countries.

* Interdisciplinary Group
* Entrepreneurship
* Research

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**Conferences and Workshops**

Businet organises two conferences and a workshop each year.

Annual Conference

The Annual Conference is an essential networking opportunity for members. It is where many of the network activities take place and projects are conceived. Each Conference selects a theme to be explored through presentations by keynote speakers. This is complimented by the sharing of good practice in workshop sessions. The working groups meet to examine specific curriculum issues. The conference is held at the beginning of the academic year and is central to the planning processes of many of the member institutions.

The Businet conference is held in different countries each year. The conferences are held in hotels which offer an accommodation package, to enable the delegates to meet and to maximise the networking time available.

Student Conference - Unite

A student conference has been held every year since 1998. The aim of this conference is to bring students from a number of countries together to undertake activities surrounding a theme. Conference themes have incorporated cross cultural communication, preparation strategies for work experience outside of the home country and employability skills. The conference is held in November annually. Currently the venue is Edinburgh.

Conference registrations can be made online at [**www.businet.org.uk**](http://www.businet.org.uk)**.**

**Spring Workshops**

In 2012 Businet introduced a spring workshop which enables curriculum groups to get together and discuss issues of mutual interest and work on proposals relating to collaborative working. The 2017 event was held in St. Adresse in April. The next event will be held in mid-May 2018.

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**Collaborative Working**

The network is keen to support members wishing to work collaboratively on projects, whether funded or otherwise, and can act as the manager for appropriate projects, or as a dissemination partner.

Many members work together on intensive weeks and student based activities.

Businet also provides an intuitive and structured closed user area on the website (powered by SharePoint). Members can log in to the platform using their Businet username and password and are then, in summary, able to:

* Find essential and up-to-date information easily
* Collaborate on documents simultaneously
* Discuss ideas or suggestions
* Work together on projects
* Add pictures during or after Businet events

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**Busidays and Busiweek**

Members organise intensive programmes within the curriculum working groups. The duration of these events varies. They explore a theme with students from different institutes from different countries. In 2016 over 40 events were held. These recent addition to the portfolio of Businet activities have proved to be exceedingly successful and make a very valuable contribution.

**Businet Awards (certifications)**

Businet aims to provide “added value” for its member organisations and the stakeholders in those organisations. For students who participate in international activities Businet provides a range of certificated qualifications. The reason for offering such qualifications is to provide an element of “added value” for our students. Each individual curriculum group (HED groups – working groups) establish the criteria for the award in their curriculum area based around the accreditation guidelines set by the Businet.

Higher Education Certificate Regulations - HEC

Accredited programmes of study will be:

* Of two years (minimum), full-time duration (or part-time equivalent).
* Incorporate the study of a foreign European language to a level of proficiency which enables a good level of communication in countries associated with that language.
* Provide an induction at an introductory level into the culture of one or more countries associated with the foreign European language
* Incorporate the award of a nationally recognised higher education qualification, gained after a minimum of two years full-time, post secondary study (or part-time equivalent) from a member state higher education study.

Higher European Diploma Regulations – HED

Accredited programmes of study will be:

* Of three years (minimum) full-time duration (or part-time equivalent)
* Incorporate the study of a foreign European language to a level of proficiency which allows first destination employment in countries associated with that language
* Provide an introduction into the culture of one or more countries associated with the foreign European language
* Incorporate the award of a nationally recognised higher education qualification, gained after a minimum of two years, full-time, post secondary study (or part-time equivalent) from a member state higher education institution.

Certificate of International Business Practice - CIBP

The CIBP was designed to give credit to students for completing a work placement activity outside of their home country. The intention being that it enables the student to display “added value” to potential employers.

The required criteria to achieve this award are as follows:

* The placement must be of a minimum 2 months’ duration
* The placement must be outside the home country (and could be outside Europe)
* Documentary evidence of the successful completion of the placement period (assessment documentation) must be held by the home institution, from both the student and the placement provider.
* The period must be recognised by the home institution as part of their programme of study.
* A study reference report must be completed (3000 words minimum)
* A language element must be involved during the placement period.

The home institution will be responsible for confirming all requirements are met. The cost is €30.

Certificate of International Business and Cultural Awareness - CIBCA

Some students are not able to work or study outside of their own country because of family commitments, or personal circumstances. Likewise many part-time students are not able work or study abroad because of work commitments. As a result of activities in college, or in the work place, some of these students have a knowledge and understanding of international business and / or cultural awareness. Discussions were held in Palma as to how Businet can recognise the experiences and knowledge of those students. Discussions led to the introduction of the new award.

This award can also be used in respect of intensive programmes. It may be something that enhances applications for funding.

**Full Membership**

Businet is an organisation funded by the subscriptions of the membership. The membership fee is set annually by the members at the Annual Meeting (held at the Annual Conference)

To reward those members who pay their subscriptions before a set deadline Businet offers an “early bird fee”. This offers a significant discount to the member institution. The same principle is applied to the conference registrations. Those registering early receive a discounted price – again referred to as an early bird fee.

A special membership fee is also offered to those institutes coming from the expansion countries of the EU and countries outside of the EU. For a full breakdown of membership fees go to the website at **www.businet.org.uk.**

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**Associate Membership**

The idea of associate membership is to enrich the composition of Businet by bringing in organisations which share the aims and objectives of Businet, but which are not mainstream teaching institutions.

Associate members bring a valuable additional resource to Businet through their business connections and experience. They are full members of the organisation, but do not have voting rights. Associate members pay a reduced annual membership fee..

It is hoped that associate members will be able to participate fully in all the activities of Businet, but in particular will be able to attend the Annual Conference where they can meet and network with the delegates representing all the member institutions.

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**Co-operation Partners**

Businet also has an agreement of corporation with the Network of International Business Schools (NIBS), FEDRA and ESA.

These are complementary networks and networks that we are happy to be associated with.

**The Board of Management**

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The Board of Management consists of the President of the Association, the General Manager and three Board Members. The President and Board Members are elected every three years at the Annual meeting. The General Manager and the Financial Manager are both appointed posts.

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| Description: C:\Users\109072\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\carina.jpg | President of the Association  Carina Saelen  University College Leuven Limburg, Belgium **carina.saelen@ucll.be** |
|  | General Manager  David Taylor  businet@gmx.com |
| C:\Users\Arne Johannes\Desktop\Praktikum\Booklet Vilamoura 2017\03_Delegates\Pictures Draft\Belgium_Agnes_Dillien.jpg | Board Member  Agnes Dillien  Businet fellow  **agnesdillien@gmail.com** |
|  | Board Member  Jean-Michel Grégoire  Haute Ecole EPHEC, Brussels  **jm.gregoire@ephec.be** |
| https://media.licdn.com/mpr/mpr/shrink_100_100/AAEAAQAAAAAAAALFAAAAJDVkNDZkN2JkLTNhZjgtNDZhYy1iYjMyLWI3YzljZDY2M2FmMQ.jpg | Board Member  Anja Nagel  Euro Akademie, Hannover, Germany  **nagel.anja@euroakademie.de** |

The Board meets regularly throughout the year. Details of the functions of the Board can be found on the Businet website.

The organisation’s administration is the domain of an appointed administrative officer.

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| Petra Gilles | Finance Manager  Petra Gillis  Belgium  **petra.gillis@hotmail.com** |
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**Social Media & Businet**

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www.linkedin.com

Join our LinkedIn group called *"Businet: A Network for the Development of Business Education Programmes."*

Groups allow you to discuss issues that are of common interest to the entire group. You'll be able to search, find, and contact fellow group members; it is an efficient way to recruit future project partners, to announce international weeks, to ask for advice and best practices, etc.

 www.twitter.com

Follow us **@Businet\_Board** for breaking news from Businet and Businet related tweets. Twitter is essentially a combination of a microblogging tool and a social networking site. With twitter, we send short messages about what we are doing and share relevant information with our (professional) followers, such as EU Funding information.

 www.facebook.com

You can send a friends request to Businet Board. Facebook is less work-related compared to Twitter and LinkedIn, but although used for professional reasons. It is a nice and informal way to share conference photos and to stay in touch with your Businet Friends.

**Businet Fellowships**

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Businet Fellowships will be awards granted annually at the discretion of the Board. The criterion applied by the Board in determining the granting of a fellowship is that the individual nominated has in the unanimous opinion of the Board made an exceptional contribution in their support of the aims and work of the organisation.

An individual may be nominated for a fellowship either by a Board member, or by a minimum of five members who are not members of the Board. In the latter case the nomination should be in writing, signed by the nominees, and state the grounds upon which the nomination is based. The nomination should be sent to the President. A nomination form will be published on the website. A member’s nomination which has not been received by the end of May will not normally be able to be considered by the Board in time for the Annual Conference for that year.

It would not be expected that more than two fellowships would be granted in any year, and there may be years in which none are granted.

The award of fellowship will be made during the Annual Conference and the name of the fellow entered into the Register of Fellowships.

Fellows will be invited, as appropriate, to contribute to the work of the organisation whether or not they remain as the representative of a member institution. They will be invited to attend all Annual Conferences.