

# International Business



*The* **WORLD** *is our campus...*  
**experience** *is our teacher.*



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# Study Abroad

## Course Requirements and Limitations

- Students must enroll in the equivalent of at least 3.5 Richmond units.
- Students may not enroll in more than the equivalent of 5.5 Richmond units.



# Abroad Course Registration

Courses at most European schools are measured in ECTS (European Credit Transfer System) credits.

## Unit Conversion

How academic credit earned abroad is converted to UR units.

Example: Prague University of Economics (VSE)

ECTS Credits (at VSE)	Richmond Units
3	0.5
4	0.6
5	0.8
6	0.9
7	1.0
8	1.2
10	1.5



# Units Earned Abroad

<https://registrar.richmond.edu/registration/programs/study-abroad/units.html>



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# “First Five” Rule

- **Transferring Hours to Units**
- **“First Five” Rule**
- Over their entire career at Richmond, students may choose five 3-hour courses that will transfer as 1 full unit rather than .9 units. This adds roughly .5 units total to a student’s transcript. The five courses can include study abroad courses or domestic transfer courses. IB/AP transfer credit does not count toward the five-course limit.
- Courses that are deemed equivalent to 3 hours also are included in this first five rule. For example, in the ECTS system, 6-ECTS credit courses may transfer as 1 full unit up to the first five.
- Students who take more than five 3-hour classes can choose which ones are assigned the full unit and which will transfer as .9 units. The Registrar's Office will try to assign the full unit to courses that have been approved for major/minor/field of study credit when credit is transferred. If you would like to reassign the full unit credit to another course, contact [Kim Duren](#) in the Registrar's Office.



# Study Abroad

## Course Requirements and Limitations

- Grading abroad is NOT Pass/Fail. Students must earn the equivalent of a Richmond 'C' grade or better for a course taken abroad to be accepted for transfer credit.
- Grades earned abroad are not calculated into your Richmond GPA. However, your abroad school transcript will be part of your permanent academic record at Richmond.





# Grade Conversions

## Example: Prague University of Economics (VSE)

### Grading Scale

VSE	U.S. Equivalent
1 - Excellent	A
2 - Very Good	B
3 - Satisfactory	C
4 - Fail	F - No UR credit



# Requirements

## Language Requirement

- For Non-English speaking countries – 1) students can take a pre-semester language crash course if offered, or 2) a course taught in the local language, or 3) a language course. Some of our partners require a full semester beginner's language course.
- Students are required to attend their host institution's pre-semester orientation for international/exchange students





# Requirements

All RSB students are required to be enrolled in IBUS 387 Cultural Awareness while abroad. This is a .25 unit, pass/fail course which will focus on your cultural adaptability while abroad.

**The .25 unit will count toward the 3.5 minimum unit requirement abroad.**

The Robins School International Business office will handle your registration for the course.

Your assignment for the course will be submitted after you return from abroad. You may want to keep a journal during your study abroad experience.



# Course Limitations

- No more than two of the following Robins School core courses may be taken abroad for transfer credit.

BUAD 394 Business Ethics

FIN 360 Principles of Financial Management

MGMT 325 IT & Data Analytics

MGMT 330 Organizational Behavior

MGMT 340 Operations Management

MKT 320 Principles of Marketing



# Electives Limitations

- Students may take no more than 2 elective courses in the same subject area for transfer credit from abroad. No more than two: ACCT, BANL, ECON, IBUS, INFO, MGCO, MGEI and MKT
- Finance concentrators must take FIN 360 Principles of Financial Management at Richmond before taking a finance elective abroad.
- Only one finance elective is allowed for transfer credit from abroad.
- Marketing concentrators must take MKT 320 Principles of Marketing before taking any marketing electives abroad.
- Economics majors and concentrators must take ECON 271 Microeconomic Theory before taking any 300 level economics electives abroad.



## Course Limitations

Students will not receive transfer credit for the following core courses. *Strategy must be taken at Richmond.*

BUAD 497 Strategic Management (core)

OR

IBUS 411 International Business Strategy (core)



# Course Limitations

Students will not receive transfer credit for:

BUAD 393 Business Law (core) *unless taught as a U.S. course*

ECON 271 Microeconomic Theory, and  
ECON 272 Macroeconomic Theory

(Exception: London School of Economics)

On-line or hybrid courses taken abroad



# Course Limitations

- Accounting Majors will not receive transfer credit for any 300 or 400 level Accounting courses.

*With one exception:*

Accounting majors may take ACCT 305 Managerial and Cost Accounting for transfer credit from abroad.





# Course Limitations

Finance Concentrators will not receive transfer credit for the equivalents of any of the following finance courses.

FIN 360 Principles of Financial Management

FIN 361 Corporate Finance

FIN 366 Investments

FIN 461 Cases and Financial Modeling

FIN 466 Income and Derivative Securities

FIN 467 Portfolio Management & Analysis



# Course Transfer Credit

Courses coded 902, 903, and 904 transfer as 200, 300, and 400 level electives, respectively, and will count toward a concentration.

By virtue of studying abroad for a semester, you will satisfy the requirement to take an international focused business or economics elective.



# Course Transfer Credit

Students may register for courses that have been pre-approved for transfer credit by accessing the Study Abroad Course Equivalency Database at:

<https://registrar.richmond.edu/registration/programs/study-abroad/course-database.html>

Students do not need to submit a course approval form for courses listed in the database.

Students must comply with course pre-requisite requirements (UR's and the abroad university's) when registering for courses listed in the database.

Note: You may need a VPN connection to access the database.



# Study Abroad Course Approval Form for the Robins School of Business

For business and economics courses not listed in the database, complete a course approval form and submit it with course descriptions to Fae Bell [fbell@richmond.edu](mailto:fbell@richmond.edu) for Dr. Cossé's approval signature.

The fillable electronic form is located on the Registrar's page in the Online Forms tab, Study Abroad section and in the introductory section of the course equivalency database. The form may be used for pre-approval, while abroad, or post-approval.



# Course Approval Forms

## Business and Economics courses

[https://registrar.richmond.edu/\\_common/PDF/5\\_1%20Online%20Forms/RSBCourseApprovalForm.docx](https://registrar.richmond.edu/_common/PDF/5_1%20Online%20Forms/RSBCourseApprovalForm.docx)

## Non-business courses

[https://registrar.richmond.edu/\\_common/PDF/5\\_1%20Online%20Forms/Study-Abroad-Course-Approval.pdf](https://registrar.richmond.edu/_common/PDF/5_1%20Online%20Forms/Study-Abroad-Course-Approval.pdf)



# Course Transfer Credit

- Request your transcript be sent to Richmond's International Education office before you depart your abroad school.
- Richmond's Registrar accepts "official" transcripts only. Transcripts must be received by the UR Registrar directly from the abroad university.
- Regularly check BannerWeb to ensure you receive transfer credit as you expected.





# TRNS Credit

A course taken abroad that is not listed in the Study Abroad Course Equivalency database of pre-approved courses or has not been approved using the course approval form, will transfer as TRNS 999 if the student earns a grade of a UR 'C' or better. The credit will be applied as general elective credit.

Multiple courses taken abroad that have not been approved will appear on your GradTracker as TRNS 999, 998, 997 and so forth.



# Reminders

When you correspond with the Robins School international business office enter “Study Abroad,” your name, abroad school, and semester in the subject line. e.g., Study Abroad-Luke Combs-Bocconi-Fall 2023

The international business programs office can approve business and economics courses only. For non-business courses contact the appropriate department chair in A&S and/or Leadership Studies.



# EXAMS ABROAD

Be sure you know the exams schedule at your abroad school.

*Do not book your return flight reservations* until you are certain when your exams will be held.

If a re-take is necessary, it is the student's responsibility to coordinate it with the professor and/or staff at the abroad school and then provide them with our contact information to arrange for a proctor.



Dr. Thomas J Cossé  
Associate Dean, Intl Business Programs  
RSB Queally – room Q291  
[tcosse@richmond.edu](mailto:tcosse@richmond.edu)

Serves as your primary major advisor for study abroad. All questions regarding business and economics coursework and transfer credit should be directed to Dr. Cossé.



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# RSB Intl Business Programs Staff

Fae Bell, Program Coordinator

[fbell@richmond.edu](mailto:fbell@richmond.edu)

Copy Fae Bell on all correspondence to Dr. Cossé.



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# International Education (IE) Office

Questions regarding post acceptance requirements, housing, passports, visas, insurance, financial aid, non-business course approvals, and other nonacademic issues should be directed to an advisor in the international education office, Weinstein International Center.

Advisors: Michele Cox, Chris Klein, Amy Bergmann, or Marina LaMastro





# IB Magnet Board

*Please contribute!*



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