International Business

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

• Must have an overall GPA of 2.75 or higher to be accepted to study abroad.
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.

Courses that convert to less than 0.77 units will not transfer as specific requirements worth 1.000 units.

Example: Prague University of Economics (VSE)

<table>
<thead>
<tr>
<th>ECTS Credits (at VSE)</th>
<th>Richmond Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>0.5</td>
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<tr>
<td>4</td>
<td>0.6</td>
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<td>5</td>
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<td>6</td>
<td>0.9</td>
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<td>7</td>
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<tr>
<td>8</td>
<td>1.2</td>
</tr>
<tr>
<td>10</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Units Earned Abroad

Transcripts are reviewed upon receipt and students who were under-enrolled may be required to repay some or all of the financial aid received. Students typically take between 4 and 5 units per semester. Undergraduates are required to take a minimum equivalent of 3.5 units and can take a maximum of 5.5 units per semester abroad. Under-enrolling in sufficient credits abroad may have serious implications for immigration, Richmond financial aid or graduation.

Programs vary greatly in their academic structure. At some universities abroad, three courses is a full load, while at others a full load may be as many as 8-9 courses. The UR program-specific online brochure pages explain how courses are weighted and list the normal course load for each semester abroad program. Transfer work is recorded on the UR transcript as a literal translation (0.9 units, 1.2 units, etc.) of the unit conversions. The equivalent grade of C or better is required for transfer credit. No transfer credit is given for pass/fail courses. Credit is determined for each individual course, rather than by the full-semester load.

Failure to earn enough course units (3.5 transfer minimum in transfer) while on a semester study abroad program is subject to review by the student’s College Dean and may result in academic probation or other academic conditions. Probation and academic conditions will be applied for the semester in which the abroad transcript is received. Students must earn the equivalent grade of “C” or better for each semester course taken abroad in order for a course to transfer. Information regarding grade and credit conversion can be found on the relevant
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 and which ones 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.
Grading Scale

<table>
<thead>
<tr>
<th>VSE</th>
<th>U.S. Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Excellent</td>
<td>A</td>
</tr>
<tr>
<td>2 - Very Good</td>
<td>B</td>
</tr>
<tr>
<td>3 - Satisfactory</td>
<td>C</td>
</tr>
<tr>
<td>4 - Fail</td>
<td>F - No UR credit</td>
</tr>
</tbody>
</table>
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 coordinate 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 225**  IT & Data Analytics
  **MGMT 330**  Organizational Behavior
  **MGMT 340**  Operations Management
  **MKT 320**  Principles of Marketing
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*

• 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.

- **Accounting concentrators** may take no more than two accounting electives for transfer credit.
Course Limitations

• Economics majors and concentrators must take ECON 271 Microeconomic Theory before taking any 300 level economics electives abroad.

• Transfer credit will not be accepted for:
  - ECON 270 Introductory Econometrics
  - ECON 271 Microeconomic Theory
  - ECON 272 Macroeconomic Theory

  *Exception:* allowed for students studying at London School of Economics

• No more than two ECON electives will transfer from abroad.
Course Limitations

Finance Concentrators must take FIN 360 Principles of Financial Management at Richmond prior to taking a finance elective abroad.

Finance concentrators will be permitted to take only one finance elective for transfer credit.

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** Corporate Valuation and Modeling
- **FIN 466** Income and Derivative Securities
- **FIN 467** Portfolio Management & Analysis
Course Limitations

International Business (IB) Concentrators may take no more than two IBUS electives for transfer credit.
**Course Limitations**

- **Management Consulting** concentrators may take one MGMT course and/or one INFO course to transfer towards their concentration requirements.

- Consulting concentrators may not take MGMT 450 Consulting Process and Practicum abroad for transfer credit.
Course Limitations

- **Management Entrepreneurship** concentrators may take no more than two of the four Management Entrepreneurship courses abroad, including either MGMT 247 or MGMT 351 *(required)*, plus one elective that fulfills the concentration.

- **Entrepreneurship** concentrators may not take MGMT 352 New Venture Creation for transfer credit from abroad.
Course Limitations

- Marketing Concentrators must take MKT 320 Principles of Marketing prior to taking marketing electives abroad.

- Marketing concentrators may take no more than two marketing electives for transfer credit.
Course Limitations

Students studying at non-RSB partner universities are permitted to take only one business or one economics course for transfer credit.
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://urapps.richmond.edu/SACE

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.
LAST DAY TO WITHDRAW

For School of Professional and Continuing Studies, Graduate Business, and Law students, the last day to withdraw from spring 2024 classes is Friday, March 1 by 5pm ET.

For undergraduate Arts and Sciences, Business, and Leadership Studies students, the last day to withdraw from spring 2024 classes is Friday, March 29 by 5pm ET.
Welcome to the Study Abroad Course Equivalency Page

For assistance and advising in selecting a study abroad program, please see the information on the study abroad website.

This study abroad course database is a tool that can be used to determine how semester abroad courses transfer back for UR credit (click here for details regarding abroad transfer credit policy). The database is a list of courses that have received prior approval, but there may be other courses available for transfer. If you see a course you want that is not listed, you may request approval utilizing the Study Abroad Course Approval Form (non-business students). This database should be used in tandem with the abroad partner's catalog (or the equivalent) for a more comprehensive listing of courses. Study abroad advisors in International Education are available for help in reviewing course offerings available at the UR semester abroad programs.

For links to course offerings and unit/grade equivalencies, consult specific program brochure pages on the Study Abroad website.

To receive credit, an official transcript must be sent directly to the University of Richmond. For information regarding the transferability of credit from a UR semester abroad program, please visit the Registrar's page here.

**Robins School of Business Students**

BSB students should review the list of transfer limits to determine how and if a course can be transferred; click here to view the list. If you see a course you want that is not listed, you may request approval utilizing the Study Abroad Course Approval Form for the Robins School of Business.

**Latin American, Latino, and Iberian Studies Students**

Students are strongly encouraged to review the guidelines set forth by the LALIS department regarding requirements when participating in a semester- or year-long study abroad program in Latin America or Spain, please visit LALIS Study Abroad website for more information.

<table>
<thead>
<tr>
<th>Region</th>
<th>Country</th>
<th>University/Institution</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe</td>
<td>Hungary</td>
<td>AIT Budapest</td>
<td>Algorithms and Data Structures</td>
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<tr>
<td>Europe</td>
<td>Hungary</td>
<td>AIT Budapest</td>
<td>Combinatorial Optimization</td>
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<td>Europe</td>
<td>Hungary</td>
<td>AIT Budapest</td>
<td>Deep Learning</td>
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<tr>
<td>North America</td>
<td>Argentina</td>
<td>AIT Budapest</td>
<td>Leadership &amp; Entrepreneurship Studies</td>
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<tr>
<td>North America</td>
<td>Argentina</td>
<td>AIT Budapest</td>
<td>Mobile Software Development</td>
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<tr>
<td>Japan</td>
<td>Japan</td>
<td>Akita International University</td>
<td>Calculus</td>
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<tr>
<td>Japan</td>
<td>Japan</td>
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<td>Math 211 Calculus I</td>
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</tbody>
</table>

**Notes:**

- **UR Attributes:**
  - Fundamentals of Symbolic Reasoning (FSSR)

**Additional Resources:**

- Study Abroad Course Approval Form
- Study Abroad Program Brochure Pages
FIN 462 INTERNATIONAL FINANCIAL MANAGEMENT

Prerequisite FIN 360; Only 1 finance elective may be taken abroad

**UR Attributes:**
- Business - International Requirement (BUSI)
- GS: Int Econ History/Culture (GSHC)

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DANC 210 SALSA DANCE

**UR Attributes:**
- Field of Study: Visual & Performing Arts (FSVP)
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 a course syllabus to Fae Bell fbell@richmond.edu for approvals.

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.
Study Abroad Course Approval Form for Business and Economics Courses

Return to Fae Bell at fbell@richmond.edu

Last Name:  
First Name:  
URID:  

Home School:  
- Arts & Sciences  
- Business  
- Leadership  
- Law  

Major(s):  
Minor(s):  

Concentration(s):  
Expected Graduation Date:  

UR Terms Abroad:  
- Fall  
- Spring  
- Summer  
Type of Course Approval:  
- Pre-approval  
- While abroad approval  
- Post-approval  

Institution Abroad:  
Country:  

If this is a Non-UR Summer program, have you registered it on GatewayAbroad?  
- Yes  
- No  

*NOT* register it at https://studyabroad.richmond.edu/go=NonURSummerStudyAbroad

\[\text{COURSE APPROVAL I APPLY ONLY TO THE STUDENT NAMED ON THIS FORM AND ONLY FOR THE SPECIFIED PROGRAM}\]

\[\text{STUDENTS: Complete the Course Information section below}\]
\[\text{Enter course subject, number, title and course credits as listed in the abroad school’s catalog and include an attachment or link to the course syllabus}\]
\[\text{REFER TO INSTRUCTIONS AND NOTES ON PAGE 2 OF THIS DOCUMENT}\]
\[\text{If you need approval for more than 5 courses, simply complete another form}\]

<table>
<thead>
<tr>
<th>Course Subject, Number and Title</th>
<th># Credits Abroad School</th>
<th>Equivalent UR Subject</th>
<th>Equivalent UR Course #</th>
<th>Required Signature of Fae Bell, Director of Business Study Abroad Programs</th>
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<td>1.</td>
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</tbody>
</table>

\[\text{ROBINS STAFF ONLY}\]

Student Signature

I have read and understand all information on:  

Page 1 and  

Page 2

Date:  

PM GII, Director of Business Study Abroad Programs

Date:  
Course Approvals for Non-Business Courses

The business study abroad programs office approves business and economics courses only. For non-business courses submit your form to the corresponding department chair in A&S or Leadership Studies.

Once the non-business courses are approved forward the form to Fae Bell for Primary Major Advisor signature.
# Study Abroad Course Approval Form

Return to the Office of the University Registrar once all sections are completed and all signatures are obtained.

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>ID:</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

**Home School:**
- [ ] Arts & Sciences
- [ ] Leadership
- [ ] Business

**Major(s):**

**Minor(s):**

**Major Advisor(s):**

**Expected Graduation Date:**

**UR Term(s) Abroad:**
- [ ] Fall 2022
- [ ] Spring 2023
- [ ] Summer 2023

**Type of Course Approval:**
- [ ] Pre-Approval
- [ ] Post-Approval
- [ ] Approval from Abroad

**Institution Abroad:**

**Country:**

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*Business & economics courses must be approved on separate RSB course approval form*

**UR Program?**
- [ ] Yes, continue to the section below.
- [ ] No, continue to the section to the right.

**Semester/year program:** Has program been pre-approved by IE Committee?  
- [ ] Yes
- [ ] No

**IF YES ABOVE:**
- [ ] Have program been pre-approved by IE Committee?  
  - [ ] Yes
  - [ ] No

**Summer program:** Has program been pre-approved by IE Committee?  
- [ ] Yes
- [ ] No

**IF NO ABOVE:**
- [ ] Have program been pre-approved by IE Committee?  
  - [ ] Yes
  - [ ] No

---

*Approvals below do not apply to other students or programs.*

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**REFER TO INSTRUCTIONS AND NOTES ON PAGE 2 THIS DOCUMENT.**

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**To be completed by the student.**

**Blue sections to be completed by appropriate department(s), NOT by student.**

**An equivalent subject and course # must be assigned in order for credit to be awarded.**

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Equivalent UR Subject</th>
<th>Equivalent UR Course #</th>
<th>Approval for Major/Minor?</th>
<th>Approval for Field-of-Study?</th>
<th>Required Signature of Dean, Director, or Department Chair &amp; Evaluating Instructor</th>
</tr>
</thead>
<tbody>
<tr>
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<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Department Chair/Dean</td>
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<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Evaluating Instructor</td>
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<td></td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Evaluating Instructor</td>
</tr>
</tbody>
</table>

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*Student Signature:* I have read and understood all information on both sides of this form.

**Date:**

---

**Primary Major Advisor:**

**Date:**
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.

• 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.
When you correspond with the Robins School study abroad office enter *Study Abroad, your name, abroad school* and *semester abroad* in the subject line.

Example: Study Abroad-James Taylor-Bocconi-Fall 2024
Exams Abroad

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

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

If a re-take is necessary and allowed, 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.
Study Abroad Contacts for Academics - Business & Economics

Fae Bell, Director of Business Study Abroad Programs
fbell@richmond.edu
Robins School of Business, Room Q291

Nora Kostyk, Business Study Abroad Program Specialist
nkostyk@richmond.edu
Robins School of Business, Room 129A
IBUS 387 Course

• For questions concerning the required IBUS 387 Cultural Awareness course, contact:

Dr. Doug Bosse, Associate Dean for International Business Programs
dbosse@richmond.edu
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: Amy Bergmann, Stacey Calderon-Castillo, Michele Cox, Chris Klein, or Marina LaMastro.
RSB Study Contracts

When you leave, place your signed and dated “contracts” in the baskets located next to the door.

Attendance to this required meeting is tracked using your contracts.

Thank you!