



REGISTRATION

Sacred Heart University Luxembourg REGISTRATION FORM-TERM: FALL 2021

Students enrolled in the Full-Time MBA w/Int program will be automatically enrolled in required courses, except when multiple sections are available.
For Elective course selection, please contact Antoine Rech (arech@shu.lu or +352 2276 1331).

STUDENT ID#:

OUR COURSE TYPES

- SYNCHRONOUS** – Course planned to run Online with set times & dates.
 - ASYNCHRONOUS** – Course planned to run self-paced & Online with no set times & dates.
 - HYBRID** – Courses planned to run with a combination of Live & Online classes with set times & dates.
 - LIVE** – Courses planned to run Live in Luxembourg, no online sessions.
- NOTE – Not all course types will run each term.

REQUIRED COURSES:

	TERM	COURSE #	COURSE NAME	CH	DATES
<input type="checkbox"/>	21/FA	WGB-604-LX	BUSINESS COMPETENCIES I LIVE	3CH	AUG 18 – OCT 6
<input type="checkbox"/>	22/SP	WGB-604-LX	BUSINESS COMPETENCIES I LIVE	3CH	JAN 11 – FEB 17
<input type="checkbox"/>	21/FA	WGB-612-LX	LEADING & INFLUENCING WITH INTEGRITY HYBRID	3CH	NOV 8 – DEC 15
<input type="checkbox"/>	21/FA	WGB-614-LX	SOCIAL & LEGAL RESPONSIBILITIES IN BUSINESS LIVE	3CH	AUG 17 – OCT 8
<input type="checkbox"/>	22/SP	WGB-614-LX	SOCIAL & LEGAL RESPONSIBILITIES IN BUSINESS LIVE FINAL DATES TBC	3CH	JAN – MAR TBC
<input type="checkbox"/>	21/FA	WGB-650-LXA	STRATEGIC INTEGRATION – SECTION A LIVE	6CH	SEP 13 – DEC 6
<input type="checkbox"/>	22/SP	WGB-650-LXB	STRATEGIC INTEGRATION – SECTION B LIVE	6CH	JAN 10 – APR 4

- WGB 650 NOTES:
- WGB 650 Prerequisite: WGB 602, WGB 603, WGB 604, WGB 605 or Exemption(s).
 - There is a limited capacity for this course. Registrations will be confirmed on a first come, first served basis.
 - MBA with Internship students WILL NOT be automatically registered for WGB 650.
 - Students need only register for WGB 650-LXA or WGB 650-LXB. Both sections follow the same course outline and syllabus.

ELECTIVE COURSES – Management:

	TERM	COURSE #	COURSE NAME	CH	DATES
<input type="checkbox"/>	21/FA	BU-675-DT	DIGITAL TRANSFORMATION LIVE	3CH	SEP 21 – NOV 2
<input type="checkbox"/>	21/FA	BU-699-CE	CIRCULAR ECONOMY LIVE	1CH	SEP 9 – SEP 17
<input type="checkbox"/>	21/FA	BU-699-PM	PROJECT MANAGEMENT LIVE	1CH	OCT 27 – NOV 5
<input type="checkbox"/>	21/FA	BU-699-BCS	BUSINESS COMMUNICATION SKILLS LIVE	2CH	OCT 13 – DEC 9
<input type="checkbox"/>	21/FA	BU-699-SE	SOCIAL ENTREPRENEURSHIP LIVE	1CH	DEC 3 – DEC 14

- BU-699-CE NOTES:
- Students taking WGB-650-LXA/B are encouraged to take BU-699-CE.
 - BU-699-CE is not a required course.

ELECTIVE COURSES – Finance:

	TERM	COURSE #	COURSE NAME	CH	DATES
<input type="checkbox"/>	21/FA	FN-612-PE	PRIVATE EQUITY & OTHER ALTERNATIVE ASSET CLASSES LIVE	3CH	SEP 28 – OCT 28
<input type="checkbox"/>	21/FA	FN-674-ARM	ADVANCED RISK MANAGEMENT LIVE	3CH	OCT 25 – DEC 16

FN-674-ARM Prerequisite: WGB 603 or Exemption



REGISTRATION

In order to register for course at SHULU, students must complete and return this signed registration form.

Return Registration Form to: Sacred Heart University (jdhillon@shu.lu)

Registration Deadline: **August 31, 2021**

1. Students WILL NOT be considered registered for a course without returning a signed registration form. All electronic copies should be submitted through your SHU email address.
 - Exact course dates and times are available at shu.lu under the Current Students section (Class Dates & Times).
 - Please be sure to double check the precise dates and times at the beginning of the term. All dates are subject to change.
 - It is the sole responsibility of the student to plan their schedule according to the arrangement of class dates and times published on the SHU website. Missing one class because a student has registered for another class running at the same time IS NOT considered an "excused absence". The administration schedules courses to best accommodate a majority of students as well as the individual, personal and professional schedules of the instructors.

**ALL COURSE COMMUNICATION WITH INSTRUCTORS MUST BE STRICTLY THROUGH SHU EMAIL.
IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THEIR SHU EMAIL ACCOUNT REGULARLY.**

Classes will be capped and early registration is the best way to ensure that you are in the classes you would like to take. To officially register for classes you must be enrolled in a program of study and you must receive confirmation from the Luxembourg Office Manager that your registration is completed.

Classes that do not have a sufficient number of students enrolled will be postponed to a later session.

VERIFY YOUR COURSE SCHEDULE ON STUDENT PLANNING AND ADVISING (SPA).

Each student is responsible for checking their schedule on Student Planning and Advising to validate registration selection. Any problems should immediately be directed to the Luxembourg Office Manager. Students will be held academically and financially responsible for their registration as indicated on their schedule on Student Planning and Advising.

COURSE CHANGES—ADD/DROP

A student may change their course selection only within the Add/Drop period. Students may not add a course after the Add/Drop period without written permission of the course instructor and the Head of Campus.

Students must initiate all registration Add/Drop actions by contacting the Luxembourg Office Manager and course instructors in writing, via SHU email. Phone changes to a student's class schedule are not accepted and must be followed up in writing (via SHU email) from the student. Nonattendance does not constitute official course drop.

Add/Drop Period

- **1 CH Course:** Course changes (Add/Drop) are only permitted within the first (1) class session for each 1 CH course. If a student wishes to drop a course after the first class session it will be considered a withdrawal.
- **2 CH Course:** Course changes (Add/Drop) are only permitted within the first two (2) class sessions for each 2 CH course. If a student wishes to drop a course after the second class session it will be considered a withdrawal.
- **3 CH Course:** Course changes (Add/Drop) are only permitted within the first two (2) class sessions for each 3 CH course. If a student wishes to drop a course after the second class session it will be considered a withdrawal.

COURSE WITHDRAWAL

If withdrawal from a class becomes necessary, the student must contact the Luxembourg Office Manager to obtain and complete an official withdrawal form. Until contact is made, a student will be considered enrolled in a course. Students must initiate all withdrawal actions. Phone withdrawals or changes to a student's class schedule are not accepted and must be followed up in person or in writing (via SHU email) from the student. A 'W' grade will be issued for course withdrawals submitted within the withdrawal deadline (see withdrawal deadlines below). After the deadline, a grade of 'W' will only be granted in highly unusual circumstances (such as a documented medical emergency), with the approval from the instructor, Head of Campus and registrar. A student's failure to properly withdraw in the specified time frame will result in the issuance of the grade that they have earned. Nonattendance does not constitute official withdrawal.

Withdrawal Deadline

- **1 CH Course:** Second (2) Class Session. Dropping a course after the first class session will be considered a withdrawal.
- **2 CH Course:** Third (3) Class Session. Dropping a course after the second class session will be considered a withdrawal.
- **3 CH Course:** Third (3) Class Session. Dropping a course after the second class session will be considered a withdrawal.

1. REGISTRATION AGREEMENT:

I accept this program with full responsibility for the courses selected and will pay the tuition and fees (including all costs, finance charges and collection fees, if applicable) associated with this program. I accept it is my responsibility as the student to plan my schedule according to the arrangement of class dates and times published on the SHU.LU website, that class session overlaps are not considered an "excused absence", and I must check the precise dates and times regularly. I accept that all course dates are subject to change. I am aware that there are no refunds of tuition and fees for temporary absences from class. I am also aware that there is no refund if I am suspended or dismissed from the University. I accept the official policy regarding *Course Changes – Adding and Dropping* on Page 2 of this registration form. I accept the official policy regarding *Course Withdrawal* on Page 2 of this registration form. I know that if I need to change or drop any of the courses, I must contact and notify the Luxembourg Office Manager in writing, via my SHU email. If Withdrawal becomes necessary, I must report in person to the Luxembourg Office Manager and complete an official withdrawal form.



REGISTRATION

2. FINANCIAL HOLD:

I understand that not following the agreed upon tuition payment schedule may result in the following actions being taken:

Course Drop: If payment is not received within ten (10) business days, you will be dropped from courses in which you are currently enrolled. You will be permitted to re-enroll in the dropped courses upon the University's receipt of payment. Re-enrollment in the dropped courses is subject to the course capacity.

Grade Withheld: If payment is not received within ten (10) business days, all grades will be withheld from those courses that the student has recently completed.

Registration Barred: If payment is not received within ten (10) business days, the student will not be permitted to register and will not be registered for additional courses until the University's receipt of payment.

I am aware that should I come across any hardship or need to discuss any matters regarding the payment of my tuition fees, I should contact the Head of Campus, Antoine Rech, to avoid the consequences stipulated above.

3. COMMUNICATION:

Method of communication: I understand and agree that Sacred Heart University uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Sacred Heart University on a timely basis.

Contact Information: I understand that in the event of changes to personal contact methods, I must contact and notify the Luxembourg Office Manager in writing, via my SHU email.

4. STUDENT CONSENT AND RELEASE FOR LECTURE CAPTURE:

In consideration of the benefits conferred on me through my participation in courses at Sacred Heart University and for other good and valuable consideration, the receipt of which is hereby acknowledged, I, the undersigned student, hereby grant to Sacred Heart University and its designees (SHU) the non-exclusive, royalty-free, worldwide, perpetual right, license and permission to use my name, likeness, voice, biographical information, and image in any and all audio-visual recordings and other media (whether the media is now known or hereafter developed) produced by or on behalf of SHU (the Media), solely for educational purposes. I acknowledge and agree that: I will not receive any compensation of any kind related to this consent and release; I waive any right to inspect or approve the Media; SHU may use the Media in any manner, including without limitation, reproducing the Media or creating derivative works of the Media; I waive any right, title and interest that I may have in the Media; I will view the Media solely for my own educational purposes in connection with the above-identified course; I will not make any other uses of the Media, including without limitation, reproducing or distributing the Media, or providing others with access to the Media; and, only to the extent permitted by applicable laws, rules and regulations, I release SHU and its personnel from all liability arising from or related to the Media, and this consent and release. To the extent permitted by federal and state copyright laws, the class lectures and materials provided by the professor are copyrighted. By participating in the class lectures, I consent to the video and audio recording of said lectures, should this be required. As part of the requirements of the course, I understand that I am required to participate, whether in person or via electronic communications. At the professor's discretion, I may be required to leave my audio and video devices on during the class lectures.

5. ENTIRE AGREEMENT:

This agreement supersedes all prior understandings, representations, negotiations, and correspondence between me and Sacred Heart University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Sacred Heart University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

6. ACADEMIC INTEGRITY POLICY:

This agreement is conducted in accordance with the University's academic policies. Students are required to adhere to the University's policy on academic integrity as stated in the Student Handbook and other University documents.

I hereby certify that the above was entered into, signed and delivered in the Grand Duchy of Luxembourg.

FIRST & LAST NAME: _____

STUDENT ID#: _____

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STUDENT SIGNATURE: _____

DATE: _____

DD-MMM-YY



COURSE DESCRIPTIONS

Sacred Heart University Luxembourg
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REQUIRED COURSE(S):

WGB-604-LX Business Competencies I - LIVE

3 CH

Instructor(s): Esther Celosse

Course Description: In this course students plan their professional career and MBA program based on personal & professional assessments. The course provides a framework for personal & professional development and introduces crucial managerial skills. Students review academic skills needed to successfully complete the program, complete self-assessments, and develop a plan for their personal & professional development

WGB-612-LX Leading & Influencing with Integrity - HYBRID

3 CH

Instructor(s): Dorothea Brunner-Gloor & Ugur Zel

Course Description: Leaders and managers at all levels in organizations must influence others to enable achievement of the organization's objectives. Leading and influencing with integrity requires understanding of one's self, other people, the situational and cultural context, as well as both current and future impacts of actions taken. Through course learning experiences students develop individual and organizational strategies to influence others, shape culture, manage change, negotiate, and facilitate employee engagement and performance so organizations can contribute to society in ways that are effective, responsible and sustainable.

WGB-614-LX Social & Legal Responsibilities in Business - LIVE

3 CH

Instructor(s): Olivier Hance & Hakan Lucius

Course Description: Sustainable organizational practices require managers to pay attention to the environmental and social impact of organizational strategies and actions. Besides, legal and regulatory parameters have always played an important role in the SWOT analysis of a corporation and its business

WGB-650-LXA/B Strategic Integration - LIVE

6 CH

Instructor: Marcus Müller

Prerequisite: WGB 604, WGB 605, WGB 602 & WGB 603 or Exemption

Course Description: Organizational success relies on effectively leading and managing holistically across many disciplines. This course takes a process-based approach to integrate fundamental knowledge of Marketing, Finance, Accounting, Supply Chain Management, Information Technology, International Business, and Human Resource Management based on a Strategic Management platform. Classroom discussions are team taught with multiple professors, senior professionals, and experts using real-life business simulations.

ELECTIVE COURSE – Management:

BU-675-DT Digital Transformation - LIVE

3 CH

Instructor(s): Raphaël Frank & Gaston Trauffer

Course Description: This course aims to provide students a better understanding on trending digital technologies and how they can be integrated into existing businesses to improve internal processes and increase touch points with their customers. The first part provides an overview of new technologies, how they work, and present tools that can be used by non-experts. Three areas will be covered: Data Analytics, Artificial Intelligence and Blockchain. In the second part, you will learn how digital transformation impacts known management assumptions in five areas: customers, competition, data, innovation and value. In this highly interactive part of the course, we will discuss real world pre-digital-era company cases as well as native digital-technology-based companies. We will deep dive into the five areas of strategic management to explore how managers need to rethink their assumptions and decisions to harness business opportunities in an increasingly digital-driven business environment. For each of the five areas, you will be equipped with the analysis- and management tools enabling them to develop.

BU-699-CE Circular Economy - LIVE

1CH

Instructor(s): Anne-Christine Ayed

Course Description: Since the second industrial revolution, economic growth has been intimately linked to the increase of global production and consumption. Population growth, urbanization and climate disruption make us realize that moving forward, this economic model can no longer ensure sustainable living for all within planetary limits and that we rapidly need to move away from this linear model and return to a circular economy. Visionary leaders have shown that with a systemic and cross-disciplinary approach, circular economy can decouple economic growth from the depletion of natural resources through the creation of products, services, business models and public policies that allow resources to remain in use at their highest quality and value at all times. Using real business cases, the course explores which circular economy solutions and business strategies can be developed to respond to new usages and the environmental challenges of the 21st century. Students learn how they can act upon changing the current economic system and become leaders in this major paradigm shift.



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ELECTIVE COURSE(S) – Management:

BU-699-PM Project Management - LIVE

1 CH

Instructor(s): Esther Celosse

Course Description: You will learn a project management approach which links with the Project Management Framework, Processes and Knowledge Areas as used in the PMBOK Guide of the Project Management Institute. We look at the soft skills needed to manage a project, focusing on potential obstacles, thus enabling participants to avoid, anticipate or manage these. The approach is pragmatic, all concepts will be systematically translated into concrete applications and integrated in participants' professional context. A wide variety of didactical tools will be used, respecting David Kolb's experiential learning cycle. Followed by a delivering of a final assignment and possibly applying for the CAPM® Certificate exam.

BU-699-BCS Business Communication Skills - LIVE

2CH

Instructor(s): Yvonne O'Reilly

Course Description: In a business world of increasing speed, ambiguity and complexity, effective communication is becoming an increasingly important skill for success in the workplace. It plays an essential role in maintaining interpersonal relationships in the corporate context and leading transformational change. This course sets out to equip leaders with the insight, skills and confidence to connect with people in a way that enables and energises collaboration for change.

BU-699-SE Social Entrepreneurship - LIVE

1CH

Instructor(s): Hedda Pahlson-Moller

Course Description: Government, NGOs and philanthropy together have not been able to address the system failures that have led to pervasive societal and environmental challenges of today. The private sector is invariably implicated in both the creation of the problem set—and the solutions. A global movement of impact economics addressing 'Triple bottom line: People, Planet, Profit' is driving the growth of new business and innovative business models, leveraging market forces to drive positive change. Social innovation addressing societal challenges can come from any individual or institution alike. Harnessing the power of entrepreneurship to address societal problems has created a new breed of change-makers: social entrepreneurs. Using the mindset of entrepreneurial thinking to tackle problems as opportunities, these mission-driven entrepreneurs are creating a global buzz through their inspirational stories. The development of social ventures has created international attention and evolved into cross-sector collaboration with companies, investors and an engaged public sector. They have stimulated new forms of financing such as venture philanthropy and impact investing—seeking financial returns alongside measurable social or environmental returns.

ELECTIVE COURSE(S) – Finance:

FN-612-PE Private Equity & other Alternative Asset Classes - LIVE

3CH

Instructor(s): Gunter Fischer & Jen Hoellermann

Course Description: This course provides an overview of and discusses the details of different alternative asset classes. Different types of alternative assets, such as Private Equity, Venture Capital, Real Estate, Infrastructure and Private Debt, their strategies, actors and structures and how they're applied are presented in this course. A general overview including but not limited to fundraising, typical transactions valuation, value creation, exit strategies and tax structuring will be followed by an individual in-depth lectures on different asset classes. Practitioners such as fund managers, lawyers and auditors will be participating in the course and give a first-hand insight into their activity. The course is conceived as more detailed discussion of the alternative asset universe. It targets specifically financial sector professionals in Luxembourg with an aim to develop in alternative assets and Private Equity in particular, but it can as well provide a sound basis for anyone who aims to start a career in Private Equity and alternative asset classes.

FN-674-ARM Advanced Risk Management - LIVE

3CH

Instructor(s): Guy Ertz & Marcin Stamirowski

FN-674-ARM Prerequisite: WGB 603 or Exemption

Course Description: Students will become familiar with financial risk assessment and management and the regulations applicable for financial institutions. They will learn how important market participants, such as banks, insurance companies, pension funds, mutual and hedge funds, are looking at risk measurement and management. Risk mitigation strategies are explained. Various risk types such as market risk (interest rate risk, currency risk, etc.), credit risk, operational risk, systemic risk are covered and risk management strategies and instruments are analysed. Recent risk management topics such as counterparty credit risk for derivatives, central clearing and collateralization will be covered. International regulations (Basel I-III) are studied in their historical development as well their most recent modifications aiming to prevent further financial crises. The rapidly growing relevance of Environmental, Social and Governance (ESG)-related risk factors for the assessment of investment opportunities will be laid out, with due account of the latest developments (legal foundations, methodological aspects) in this dynamically evolving area.

3 CH (credit hour) = 12 class sessions of 3 hours, 36 hours of class contact
2 CH (credit hour) = 7 – 8 class sessions of 3 hours, 21 – 24 hours of class contact
1 CH (credit hour) = 4 – 6 class sessions of 3 hours, 12 – 18 hours of class contact