



School of Business and Economics

Name of Institution

Maastricht University School of Business and Economics

Erasmus code

NL MAASTRIO1

Prof. Dr. P.G.M.C. Vergauwen

Dean of the School

Prof. Dr. M. Heijltjes

Associate Dean for Strategic Development and Internationalisation

<http://www.maastrichtuniversity.nl/sbe>

International Relations Office

<http://www.maastrichtuniversity.nl/web/Faculties/SBE/TargetGroup/Education/exchangeprog.htm>

Postal Address

P.O. Box 616
6200 MD Maastricht
The Netherlands

Visiting Address/

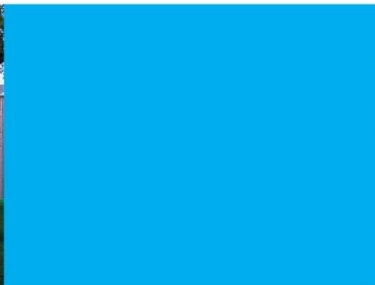
Address for courier mail

Tongersestraat 53/ room G2.25
6211 LM Maastricht
The Netherlands

Tel: +31 43 388 37 06

No fax number





School of Business and Economics

International Relations Office Staff

Ms Lyan Ploumen
Director International Relations Office
Telephone: +31 43 388 37 86
E-mail: L.Ploumen@maastrichtuniversity.nl

Ms Ieke de Haan
Coordinator Outgoing Students
Telephone: +31 43 388 37 11
E-mail: I.deHaan@maastrichtuniversity.nl

Mr Jeroen Cleophas
Outgoing Students Officer
(Asia, Australia, New-Zealand, South Africa & South America)
Telephone: +31 43 388 32 20
E-mail: J.Cleophas@maastrichtuniversity.nl

Ms Kiki Camps
Outgoing Students Officer (Europe, Canada & USA)
Telephone: +31 43 388 39 30
E-mail: K.Camps@maastrichtuniversity.nl

Ms Nicole Weerts
Coordinator BSc Internships (for SBE students only)
Telephone: +31 43 388 37 48
E-mail: N.Weerts@maastrichtuniversity.nl

Ms Anouk Quaden
Coordinator MSc Internships (for SBE students only)
Telephone: +31 43 388 37 21
E-mail: A.Quaden@maastrichtuniversity.nl

Ms Wendy Hardy
Coordinator International Relations/
Agreements Officer
Telephone: +31 43 388 35 59
E-mail: W.Hardy@maastrichtuniversity.nl

Ms Ellen Nelissen
Manager Double Degree Programmes
Telephone: +31 43 388 37 38
E-mail: Ellen.Nelissen@maastrichtuniversity.nl

Ms Renée Rijnders
Coordinator Double Degree/ Incoming Students
Telephone: +31 43 388 25 93
E-mail: R.Rijnders@maastrichtuniversity.nl

Ms Ruth Reynders
Coordinator MSc Exchange/Incoming Students
Telephone: +31 43 388 35 77
E-mail: R.Reynders@maastrichtuniversity.nl

Ms Loeka Spits
Incoming Students Officer
Telephone: +31 43 388 37 06
E-mail: L.Spits@maastrichtuniversity.nl



School of Business and Economics

Study Programmes

Exchange students can use our course database to work out their study path. The course database is to be found here: <http://code.unimaas.nl/Code/Selection?intCalendarID=20&intBAMA=3&intFacultyID=26>

The language of instruction of all courses is English.

Academic Calendar 2014/2015

FALL SEMESTER

Thursday 28 & Friday 29 August 2014:

Compulsory Introduction Days

01 September 2014: start classes

20 - 24 October 2014: exams period 1

15 - 19 December 2014: exams period 2

05 - 09 January 2015: re-sits period 1

12 - 23 January 2015: skills period 3 (not compulsory for exchange students)

07 - 10 April 2015: re-sits period 2

Application Deadline:

15 May 2014

Course Registration Fall:

Period 1: 01 June – 15 July 2014

Period 2: 01 June – 14 September 2014

Period 3: 01 June – 09 November 2014

SPRING SEMESTER

Thursday 29 & Friday 30 January 2015:

Compulsory Introduction Days

02 February 2015: start classes

30 March - 02 April 2015: exams period 4

01 - 05 June 2015: exams period 5

08 - 12 June 2015: re-sits period 4

15 - 26 June 2015: skills period 6 (not compulsory for exchange students)

06 - 10 July 2015: re-sits period 5

Application Deadline:

15 October 2014

Course Registration Spring:

Period 4: 27 October – 30 November 2014

Period 5: 27 October – 15 February 2015

Period 6: 27 October – 19 April 2015



School of Business and Economics

Accommodation

Maastricht Housing

Most exchange students find accommodation through Maastricht Housing. Most of the buildings are located in the vicinity of the Faculties and are easily accessible by bike or on foot. Unfortunately SBE cannot guarantee that all students who apply for a room via Maastricht Housing actually get a room. Applications are processed on a first-come-first-served basis, and we have no influence on that process.

Office / Reception address:

Brouwersweg 100

6216 EG Maastricht

Phone: +31 43 388 59 70

Fax: +31 43 346 72 30

Email: guesthouse@maastrichtuniversity.nl

Applications and information via www.Maastrichthousing.com

Other Housing Options

Exchange students are not obliged to get a room via Maastricht Housing, even though it is the easiest option. They can also find a room on the private market. Check the following websites for alternatives:

- www.HousingAnywhere.com: local, outgoing students sublet their room for a short period of time to incoming students.
- www.studentflatmaastricht.com: provides help to students to find rooms, studios, and apartments in Maastricht, being furnished or not furnished and possibly top located.

*Note that SBE's International Relations Office **cannot and will not** interfere on students' behalf in case of legal disputes concerning housing or otherwise. If faced with legal problems they are advised to go to the student law agency ("Studenten Rechtsbureau"), an agency for all UM students run by UM Law Students.*



School of Business and Economics

Residence Permit/Visa

Nationals of the following countries do not need a visa to study in The Netherlands: Members of the EU, EEA, Australia, Canada, Japan, Monaco, New Zealand, South Korea, United States of America, Vatican City State.

A visa is necessary for nationals of all other countries when staying for more than three months. All non-EU nationals need a residence permit for a stay of more than three (3) months. Please check the webpage of our Visa Office for more information: <http://www.maastrichtuniversity.nl/visa>

Nuffic Certificate

If you are a Chinese national (even if you are currently living outside China) you have to get a Nuffic Certificate, to be eligible for a Dutch entry visa. This does not apply to Hong Kong (SAR), Macau (SAR) and Taiwan (ROC) nationals.

Students with the Chinese nationality (*excluding British National Overseas*) are required to submit a Nuffic Certificate. This is a document issued by Nuffic (Netherlands organization for International Cooperation in Higher Education) that provides an assessment of a student's English language proficiency and of the validity of the diplomas and degrees. Chinese students who wish to enrol in an English-taught programme at a Dutch higher education institution are required to apply for a Nuffic Certificate.

Please note that the registration for a "Nuffic Certificate" does NOT replace the regular application procedures of the Dutch universities and institutions of higher education.

The entire application procedure for the Nuffic Certificate is available on the Nuffic webpage via: <http://www.nuffic.nl/international-students> → Practical Matters → Visas and permits → Nuffic Certificate for Chinese students → Application procedure

We strongly recommend students to register for the Nuffic Certificate at least four months prior to their intended departure for the Netherlands.



School of Business and Economics

English Language Requirement

As always we would like to urge you to make sure that you send us students with a good command of the English language (written as well as spoken). If the goal of your student is to improve his or her English here, this is not the correct University to send them to.

Please note that at the start of each semester we ask and receive feedback from our tutors and course coordinators concerning the level of English of each student. We will send those students we get complaints about to the UM Language Centre to get tested. If a student does not pass the test the student will immediately be taken out of the courses he/she is doing at that time, and will be told to take an extra English language course at his/her own expense.

Before the next block starts the student will again be tested by the Language Centre. If the level of English has not improved the student will not be allowed to take part in any further courses. It is then up to the student to go home or to remain in Maastricht. Note, however, that if the student has a contract with the Guesthouse and wants to leave earlier he/she will have to pay for the remainder of that month plus an additional month cancellation fee. If we do NOT get any complaints then the student does NOT have to take the test.

Academic background

Please note that we will only accept students if they follow their major in Economics or Business. Bachelor students need to have completed at least TWO semesters of relevant study before they start their exchange programme.

Master level courses

Exchange students can only choose master courses in addition to bachelor courses provided they upload a copy of their relevant Bachelor degree in English (worth three years of relevant studies) or a statement from their home university in English certifying that they have obtained at least 180 ECTS in the relevant field (economics, business, marketing etc) or that they will have obtained at least 180 ECTS in the relevant field at the start of their exchange semester. The statement needs to be printed on university letter headed paper. Students have to submit this copy of their bachelor degree/ this statement at the same time as their on-line application. If they do not do so, they will be registered as bachelor exchange students. Students with a bachelor degree in non-related subjects (for example Technology, History, Languages, Psychology etc.) do NOT qualify for the master courses.

The students of course also need to fulfil the relevant prerequisites of a course before they can be allowed into a course. Detailed information is provided in the course database.



School of Business and Economics

First year courses

Exchange students can still choose out of (a selection of) our first-year courses. Our first year courses are of the same high standard as our second and third year courses, and students who have first year courses on their transcript should not fear for a devaluation of their grade transcript from our School of Business and Economics.

Course registration

All exchange students receive their ID and password to register online for courses; they can read about the actual procedure on [our website](#). Registration for the first period of the Fall semester will be possible as of 1 June 2014. Registration for the first period of the Spring semester (period 4) will be possible as of 27 October 2014.

As always it is crucial that students check our course descriptions very carefully and make sure they select the correct courses, since our deadlines are extremely strict. Students can of course always ask the course coordinator (mentioned in the descriptions) for advice. Changes after registration periods are **NOT** possible.