



## 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>

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## School of Business and Economics

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## School of Business and Economics

### Study Programmes

Exchange students can use our course database to work out their study path: <http://code.unimaas.nl/> \*

\* When you open the course database, make sure to always select the **Exchange** course list.

The language of instruction of all courses is English.

### Academic Calendar 2015/2016

#### FALL SEMESTER

Thursday 27 & Friday 28 August 2015:

##### Compulsory Introduction Days

31 August 2015: start classes

19 - 23 October 2015: exams period 1

14 - 18 December 2015: exams period 2

04 - 08 January 2016: re-sits period 1

11 - 22 January 2016: skills period 3 (not compulsory for exchange students)

04 - 08 April 2016: re-sits period 2

##### **Application Deadline:**

15 May 2015

##### **Course Registration Fall:**

Period 1: 01 June – 15 July 2015

Period 2: 01 June – 13 September 2015

Period 3: 01 June – 08 November 2015

#### SPRING SEMESTER

Thursday 28 & Friday 29 January 2016:

##### Compulsory Introduction Days

01 February 2016: start classes

29 March - 01 April 2016: exams period 4

30 May - 03 June 2016: exams period 5

06 - 10 June 2016: re-sits period 4

13 - 24 June 2016: skills period 6 (not compulsory for exchange students)

04 - 08 July 2016: re-sits period 5

##### **Application Deadline:**

15 October 2015

##### **Course Registration Spring:**

Period 4: 01 June – 29 November 2015

Period 5: 01 June – 21 February 2016

Period 6: 01 June – 17 April 2016



## 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](mailto:guesthouse@maastrichtuniversity.nl)

Applications and information via [www.Maastrichthousing.com](http://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](http://www.HousingAnywhere.com): local, outgoing students sublet their room for a short period of time to incoming students.
- [www.studentflatmaastricht.com](http://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 and 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. In order to receive the Nuffic certificate, students need to prove the English language proficiency. This means that a minimum language requirement of a TOEFL score of at least 6.0 or an IELTS score of at least 7.0 is required.

However, students holding the Chinese nationality coming from one of our partners residing in Hong Kong (SAR), Macau (SAR), Taiwan (ROC) or any English-speaking country (e.g. Australia, New Zealand, United States, Canada, Singapore) where education is completely in English are exempted from the English language proficiency test. When applying for the Nuffic Certificate they must provide a motivation that they request an exemption for the English language test (because they are currently studying at a university located in Hong Kong, Taiwan, Macau or in an English speaking country). We will provide the Nuffic organization with a list of the names of the students who are eligible for the exemption. Do note that the exemption is only given for the English language test score. The students will always need a Nuffic Certificate in order to be eligible for a visa for The Netherlands.

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.





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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.

### English Language Requirement

Since the official language at our School is English and all courses are taught in English, exchange students are required to have an advanced level of the English language (comparable to the level B2 of the [Common European Framework of Reference](#)) to be able to successfully complete their courses at our School (note that we do not require any proof of an ENGLISH LANGUAGE TEST SCORE). Please note that if the students' goal is to improve their English, this is not the right University for them to come to. Our educational system, the Problem Based Learning (PBL) system, requires the student to actively take part in the lectures, or tutorial meeting as we call them. The PBL method is explicitly student-centred rather than teacher-centred. Students are expected to take the initiative. Speaking up and actively taking part in discussions is a crucial part of the system and this will also influence students' final grades. Therefore it is extremely important for exchange students to master the English language written as well as spoken.

### 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 2015. Registration for the first period of the Spring semester (period 4) is also possible as of 1 June 2015.

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.