

## APPLICATION PROCEDURE ACADEMIC YEAR 2011/2012 - Maastricht University, SBE

### Semester dates 2011/2012

#### FALL SEMESTER:

01 September 2011: Compulsory Introduction day  
Beginning period 1: 05 September 2011  
Beginning period 2: 31 October 2011  
Beginning period 3: 16 January 2012 (not compulsory)

#### SPRING SEMESTER:

02 February 2012: Compulsory Introduction Day  
Beginning period 4: 06 February 2012  
Beginning period 5: 16 April 2012  
Beginning period 6: 18 June 2012 (not compulsory)

### Application deadlines

#### FALL SEMESTER:

**15 May 2011:** on-line registration as exchange student  
**15 July 2011:** deadline course registration period 1

#### SPRING SEMESTER:

**15 October 2011:** on-line registration as exchange student  
**27 November 2011:** deadline course registration period 4

The application site can be accessed via:

<http://www.maastrichtuniversity.nl/web/Faculties/SBE/TargetGroup/ProspectiveStudents/ExchangeProgramme1/IncomingStudents.htm>

### Housing

#### *UM Guesthouse:*

Students should register and apply as an exchange student as soon as possible and should THEN immediately apply for housing via the UM Guesthouse. As usual, we urge the students to apply as soon as possible for a room.

Note that without registration as an exchange student the housing application at the UM Guesthouse cannot be processed

#### *Other housing options:*

If students want to look for housing on their own, they could refer to "HousingAnywhere". This new housing platform was started by Maastricht University. The main concept of this platform is that outgoing students sublet their room for a short period of time to incoming students. This website is free to use and it operates on a full student-to-student basis. The platform is available via [www.HousingAnywhere.com](http://www.HousingAnywhere.com) or via [www.MaastrichtHousing.com](http://www.MaastrichtHousing.com) where you can also find other housing opportunities.

### 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 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.

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Although we do not require a TOEFL test it may, in some cases, be wise to tell students to take a test anyway. A score of 233 for the computer based test, 575 for the paper based test and 90-91 for the internet based test, which will very soon replace the paper based test, would be sufficient to avoid being denied access to our courses.

### **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, together with the other supporting application documents (copy passport + passport picture) a copy of their bachelor degree in the appropriate field, worth three years of study or worth 180 ECTS in Economics, (International) Business, Econometrics or a related subject, and provided they fulfil the relevant prerequisites. Detailed information is provided in the course database. Students have to submit 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.

### **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 the application site. Registration for the first block period of the spring semester (=block period 4) will be possible as of 31 October 2011.

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. Maastricht University uses the Problem Based Learning Method, whereby the average class size is 15 students. We therefore need to do a lot of planning (finding enough rooms and teachers/tutors and making sure there are about the same number of students in each tutorial group). Allowing students to change after the deadline would create a lot of organisational and logistical problems. We therefore provide your students with the Course Database, which should give them enough information about the courses to make an academically sound decision.

Exchange students can only register for a maximum of two (2) courses per block period with a minimum of one (1) course per block period, and only one (1) Skills training per Skills training period. Skills training courses are NOT compulsory.