



Application Procedure Academic Year 2013-2014

School of Business and Economics

FALL SEMESTER

29 & 30 August 2013: Compulsory Introduction

02 September 2013: Beginning period 1

28 November 2013: Beginning period 2

Application Deadline:

15 May 2013

Course Registration Period 1:

01 June - 15 July 2013

SPRING SEMESTER

30 & 31 January 2014: Compulsory Introduction

03 February 2014: Beginning period 4

14 April 2014: Beginning period 5

Application Deadline:

15 October 2013

Course Registration Period 4:

29 October - 24 November 2013

The application site can be accessed via: <http://www.maastrichtuniversity.nl> → Prospective Students → Exchange Programme → Incoming Students

HOUSING

UM Guesthouse

Most exchange students end up staying at the UM Guesthouse. 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 at the Guesthouse actually get a room. Applications are processed on a first-come-first-served basis, and we have no influence on that process.

Reserving a room at the UM Guesthouse is possible via the on-line reservation system at www.Maastrichthousing.com.

Other Housing Options:

Of course exchange students are not obliged to get a room in the UM Guesthouse, even though it is the easiest option. Students 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.Maastrichthousing.com: acts as intermediary for the local housing corporations in the so-called "social" rent sector, and is also the portal for the UM Guesthouse.

*It may be good to realise that SBE's International Relations Office **cannot and will not** interfere on your behalf in case of legal disputes, whether with the UM Guesthouse, MaastrichtHousing, HousingAnywhere, Kamerburo, or private persons or landlords. If faced with legal problems you are advised to go to the student law agency ("Studenten Rechtsbureau"), which is an agency for all UM students, run by UM Law Students.*



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.

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 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.

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 period of the Fall semester will be possible as of 1 June 2013. Registration for the first period of the Fall semester (period 4) will be possible as of 29 October 2013.

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.