



**FACT SHEET 2017-2018**

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<b>Erasmus Code</b>	NL MAASTRI01
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**FAST FACTS**

The Maastricht University School of Business and Economics (SBE) provides high-quality education to students and conducts excellent research, offering an international perspective in the fields of economics and international business administration.

SBE's approach revolves around small-scale teaching methods supported by an electronic learning environment, a portfolio of international study programmes, and strong incentives for top-quality research.

The focus lies on educational innovation. All degree programmes make use of Problem-Based Learning, with an emphasis on skills development – problem solving, group work, and self-directed learning – to prepare students optimally for the European and international knowledge society.

**Fast facts**

- ✓ SBE is home to over 4200 students and 500 staff, around 40% of whom come from abroad
- ✓ SBE is one of only 1% of business schools worldwide to be triple-crown accredited (EQUIS, AACSB and AMBA)
- ✓ SBE has an international network of nearly 150 exchange partners around the world
- ✓ SBE is welcoming approximately 500 exchange students and sending 700 SBE students abroad each year
- ✓ Alle courses are taught entirely in English





**INTERNATIONAL RELATIONS OFFICE**

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## ACADEMIC CALENDAR 2017-2018

*The dates stated below are still subject to change until the academic calendar of 2017-2018 has been confirmed.*

FALL SEMESTER	SPRING SEMESTER
<p><b>Compulsory Introduction Days</b></p> <p>31 August &amp; 01 September 2017</p> <p><b>Fall semester period incl. exams</b></p> <p>04 September 2017 – 31 January 2018</p> <p><b>Application deadline for exchange students</b></p> <p>15 May 2017</p> <p><b>Course registration and deadline</b></p> <p>Period 1: 01 June 2017 – 15 July 2017            Period 2: 01 June 2017 – 17 September 2017            Period 3: 01 June 2017 – 12 November 2017</p>	<p><b>Compulsory Introduction Days</b></p> <p>01 February &amp; 02 Februari 2018</p> <p><b>Spring semester period incl. exams</b></p> <p>05 February – 15 July 2018</p> <p><b>Application deadline for exchange students</b></p> <p>15 October 2017</p> <p><b>Course registration and deadline</b></p> <p>Period 4: 01 June 2017 – 03 December 2017            Period 5: 01 June 2017 – 25 February 2018            Period 6: 01 June 2017 – 22 April 2018</p>

## ELIGIBILITY

All exchange students must be officially nominated by their home university. Also, we can only accept students if they major in Economics or Business. Bachelor's students, have to have completed at least two semesters of relevant study before you start their exchange programme at SBE.

### 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. The 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 both written and spoken.



## STUDY PROGRAMMES

In the [online course database](#) exchange students can find all the information they need about SBE's bachelor's and master's courses, such as the course coordinator(s), learning outcomes and competences, number of ECTS, literature and prerequisites. Should the information in the course database not be enough, students may contact the relevant course coordinator at SBE. The relevant e-mail address can be found in each course description.

*The online course database for exchange students for the academic year 2017-2018 will be available in May 2017. Therefore is still subject to change.*

Please note that we do not offer academic advice; for feedback on course selection students need to talk to the academic advisor of their home university.

### Course selection

When selecting courses, students should note that some will assume knowledge of topics covered in other courses ("prerequisites"). If they do not meet these requirements they will not be allowed to register for the course. **It is the students responsibility for making sure they have the requisite knowledge to follow courses that state certain prerequisites.**

### 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, hand 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.

If students want to register for first year level courses in combination with second and third year courses they must be aware of the fact that this can involve having tutorials on the same day and time. Also there might be overlap in the exam schedule. This can never be a reason for SBE to alter the course and exam schedule. Neither the tutor, nor the course coordinator, nor the School will be responsible for any study delay if there is any kind of overlap.

The same goes for Bachelor courses in combination with Master courses.

### Master's level courses

Exchange students can only choose master's courses in addition to bachelor's courses provided they upload a copy of their relevant bachelor's 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's 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's degree in non-related subjects (for example Technology, History, Languages, Psychology etc.) do NOT qualify for the master's 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.

### Study load

Exchange students can only register for a maximum of two (2) courses per period (13 ECTS) with a minimum of one (1) course per period (6,5), and only one (1) Skills training per Skills training period (4 ECTS). Skills training courses are not compulsory.

At SBE we consider as a fulltime study load: 2 courses per period + 1 skills (30 ECTS).



### Course changes

At SBE, students **cannot change their course choice after the registration deadline** like at most other universities. Why? Well, as you know 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 students with the course database, which should give them enough information about the courses to make an academically sound decision. Should the information in the course database not be enough students may contact the relevant course coordinator at SBE. The relevant e-mail address in each course description.**

**If students may only sign up for courses that are pre-approved by their home university, they need to get approval well before the registration deadline.**

### Deadlines

As long as students register for courses during the registration period, and before the deadline, participation is guaranteed; there is no limit to the number of participants per course. Students should be aware that the deadlines for registration or deregistration per period are extremely strict. Once the deadline has passed, the system closes automatically and it is no longer possible to register or deregister for courses. Up until the deadlines you can register/deregister and switch at will.

## RESIDENCE PERMIT/VISA

### Residence permit/visa

Nationals of the following countries do not need a visa to study in The Netherlands: Members of the EU, EEA, Switzerland, 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 (3) 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>

If applicable, our Visa Office will contact you regarding the visa procedure. As soon as you hear from them, we urge you to respond **as soon as possible** and to provide them with the necessary documents. If you do not, you risk a delay in your visa application, which could potentially endanger your semester abroad as you may not receive your visa in time to travel to The Netherlands for the start of your semester.

**Important note: Do not apply for a short-stay or tourist visa. If you do so anyway, Dutch Immigration Laws will force us to deregister you as SBE student, which means you will not be allowed to follow courses.**

### Nuffic certificate

All Chinese nationals (even if they are currently living outside China) 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.

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.

## HOUSING

Most exchange students end up staying at the UM Guesthouse. This organisation is affiliated with Maastricht University. The main buildings are located in the vicinity of SBE and are easily accessible by bike or on foot. Unfortunately, SBE cannot guarantee that all students who apply for a room in the UM Guesthouse actually get a room there. Applications are processed on a first-come-first-served basis, and we have no influence on that process.

For more information about the UM Guesthouse, go to: <http://www.maastrichthousing.com/>

**Warning:** Please note that the International Relations Office at SBE cannot and will not interfere on your behalf in case of problems, issues or even legal disputes, neither with the UM Guesthouse, MaastrichtHousing, SSH, HousingAnywhere, nor with the corporations and private persons, students or landlords linked to MaastrichtHousing or otherwise. Instead, consult with your own lawyer or the Student Law Agency.