



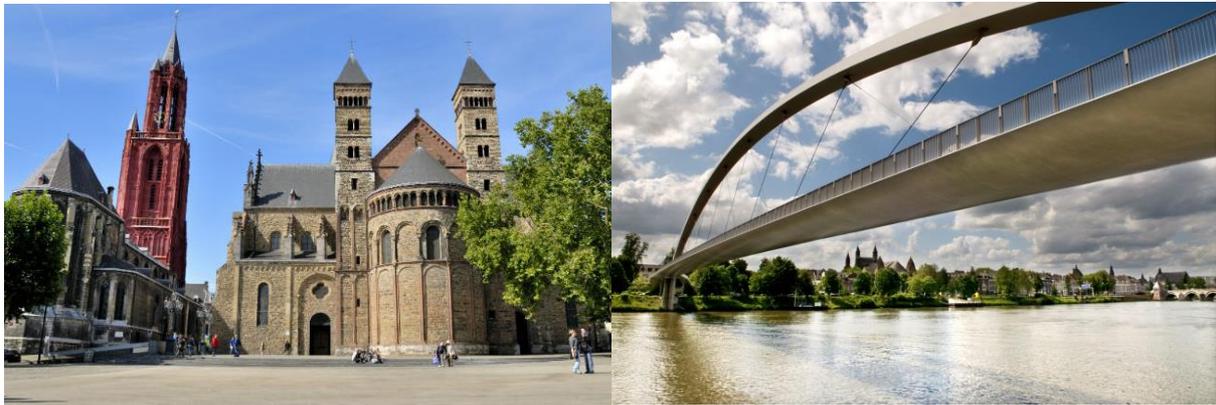
Study abroad at

School of Business and Economics

INFORMATION SHEET FOR STUDENTS

The city of Maastricht

Maastricht has everything big cities offer: fine restaurants, excellent hotels, theatres and clubs, but with the added advantage of being safe and manageable in size. In short, Maastricht and its surroundings have the best of both worlds!



Area: 60,07 sq. km

Number of inhabitants: 122.000

A city rich in history, Maastricht has a truly international flavour and as the charming provincial capital of Limburg, it is one of the oldest and most attractive cities in the Netherlands.

Maastricht boasts 1.661 monuments, 2 basilicas and over more than 50 churches that you can visit. Not only does Maastricht compete with Nijmegen for the honorary title of "oldest Dutch city", it also has the most monuments in the Netherlands (ok, after Amsterdam). It is also the 2nd biggest tourist destination in the Netherlands with 3.000.000 visitors & 135 events a year.

Maastricht is centrally located in the heart of Europe, bordering Belgium and Germany, which means that Brussels is 1,5 hours away, Amsterdam 2 hours, Paris and Frankfurt 3 hours, and London 4,5 hours. Also, there are eight airports within an hour's travel, where low cost carriers will take you to any European city in a heartbeat.

We are shoppers paradise: there are about 500 shops vying for your hard-earned cash. Famous fashion brands have beautiful shops here, and there are countless boutiques and speciality shops that present unique fashion and design items and accessories. Maastricht's historic city centre provides a fantastic backdrop to the ultimate shopping experience.

It is truly the culinary capital of the Netherlands, with more than 500 cafes, many culinary shops and 157 restaurants, three of which have Michelin stars.

Maastricht University

Maastricht University is highly regarded in Europe for its unique teaching style and high-quality research. For several years now, a number of national surveys have ranked consistently Maastricht University, and more specifically the Maastricht University School of Business and Economics (SBE), as the best in terms of education and research. Moreover, SBE has been awarded three prestigious accreditations, resulting in the so-called Triple Crown accreditation. Only 1% of business schools worldwide have this Triple Crown, meaning that the School is amongst a very select group of institutions such as INSEAD, Vlerick Leuven Gent Management School, London Business School and SBE's exchange partners HEC Montreal, the University of Waikato, and EDHEC Lille/Nice.



The School is a distinctly international institution with a student population consisting of over 60 nationalities. Of the total of 4,200 bachelor's and master's students more than 2500 (60%) have a foreign background. Additionally, the School yearly welcomes about 700 exchange students from around 150 partner universities worldwide.

SBE creates a sound study environment by providing its students with modern and technical well-equipped study rooms and research facilities, a large selection of reference books, various work stations throughout the School as well as a central student services centre.



English Language Requirement

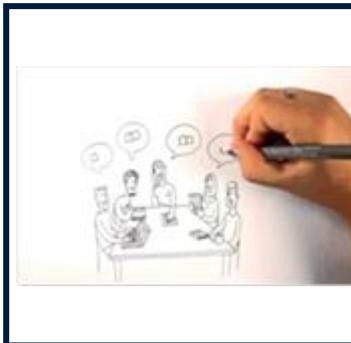
Since the official language at our School is English and all courses are taught in English, exchange students are required to have an advanced level of the English language comparable to the level B2 of the [Common European Framework of Reference](#) to be able to successfully complete their courses at our School (note that we do **not** require any proof of an ENGLISH LANGUAGE TEST SCORE).

Please note that if your goal is to improve your English, this is not the right university for you to come to. Our educational system, the Problem Based Learning (PBL) system, requires you 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 your final grades. Therefore it is extremely important as exchange student that you have an excellent command of both written and spoken English.

Problem-Based Learning System

The most well-known characteristic of Maastricht University and its Faculties is the “Problem-Based Learning (PBL)” system we just mentioned; this which was adopted by Maastricht University in 1976. PBL tries to overcome the weaknesses of traditional education by giving the students an active role during lectures. Students do not spend hours listening to lectures, but attend tutorial group meetings twice a week. These meetings are the core activity of the study programme and are the driving force for learning. Within these tutorial groups, problems are presented as cases and are studied in periods of six to eight weeks.

A tutorial group consists of 8 to 15 students plus a tutor (a staff member who guides the group process but who does not automatically give answers to the problems). The initiative lies with the student: the learning method is explicitly student-centred rather than teacher-centred. This way, students easily discover those areas in which their knowledge falls short. Libraries and various other learning resources that have been especially developed for this method are available for the subsequent individual learning activities.



More information about the PBL educational system is available via:

- ✓ www.maastrichtuniversity.nl/education/exchange/sbe
→ More information → Problem-Based Learning
- ✓ www.umpblprep.nl
- ✓ Our video on YouTube [PBL in a nutshell](#)

Academic Calendar

FALL SEMESTER

Compulsory Introduction Days

31 August & 01 September 2017

Fall semester period incl. exams

04 September 2017 – 31 January 2018

Application deadline for exchange students

15 May 2017

Course registration and deadline

Period 1: 01 June 2017 – 15 July 2017
 Period 2: 01 June 2017 – 17 September 2017
 Period 3: 01 June 2017 – 12 November 2017

SPRING SEMESTER

Compulsory Introduction Days

01 February & 02 February 2018

Spring semester period incl. exams

05 February – 15 July 2018

Application deadline for exchange students

15 October 2017

Course registration and deadline

Period 4: 01 June 2017 – 03 December 2017
 Period 5: 01 June 2017 – 25 February 2018
 Period 6: 01 June 2017 – 22 April 2018

Courses at SBE

In the [online course database](#) for exchange students you can find all the information you 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 feel free to contact the relevant course coordinator at SBE. You will find the relevant e-mail address in each course description.

Please use the information in the database as reference point for your possible curriculum during your exchange. Make a list of at least four (4) courses you can transfer back to your home university, so that you have more than one option to choose from once you can register for courses. Please note that we do not offer academic advice; for feedback on your course selection you need to talk to the academic advisor of your home university.

Course Selection

When you select your courses, you should note that some will assume knowledge of topics covered in other courses ("prerequisites"). **You are responsible for making sure you 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, 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.

If you want to register for first year level courses in combination with second and third year courses you 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. You have to submit this copy of their bachelor's degree/ this statement at the same time as your on-line application. If you do not do so, you will be registered as bachelor exchange student. Students with a bachelor's 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.

Course changes

Please realise that you **cannot change your 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 you with the course database, which should give you enough information about the courses to make an academically sound decision. Should the information in the course database not be enough feel free to contact the relevant course coordinator at SBE. You will find the relevant e-mail address in each course description. Please consult with your own academic advisor BEFORE you register for courses, and get approval well before the registration deadline.

Visa / Residence Permit

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 7.9 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.



If you want a room in the UM Guesthouse, go to <http://www.maastrichthousing.com/>, and click "I am a student" >> "I am an Exchange student". Select the dates of your stay, and you will get an overview of available rooms. To book a room you first need to register. Registration costs are non-refundable. If the Guesthouse UM is fully booked, or if you prefer to stay elsewhere, you can click on the option "Private market". Here you will find rooms offered by private landlords or commercial companies.

An alternative way to find housing on the private market is to browse the internet yourself for landlords or companies that offer furnished rooms, or for students who are looking for someone to sublet their room or apartment to.

It is up to you to try and find a room on the private market, but if you do then keep the following in mind:

- ✓ ALWAYS check whether the address of the room/apartment offered actually exists (via google maps, for example); only too often people try to make a fast buck by renting out rooms that do not, in fact, exist.
- ✓ NEVER transfer money in advance! There are a lot of crooks in the world, trying to swindle you out of your money. No matter how desperate you are, always check the credentials of the person subletting the room.

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.



Cost Estimate

Accommodation:	Starting at approx. € 350 per month (double room)
Food / meals:	<p>Food (no meal plans available): students can prepare meals in the fully equipped, shared kitchens in the UM Guesthouse</p> <p>SBE houses a cafeteria facility (Mensa). The Mensa offers a broad assortment of food and beverages at student-friendly prices.</p> <p>Groceries: expect to pay approx. € 50 per week</p> <p>Restaurants: € 10 and up (main dish)</p>
Local Public transportation:	<p>Bus drive with OV-chip card For more information http://9292.nl/en http://9292.nl/en/fares-and-public-transport/ov-chipkaart https://www.arriva.nl/consumers.htm</p>
Academic expenses:	About € 80 to € 90 per study period
Other administrative fees:	No fees to be paid at SBE