

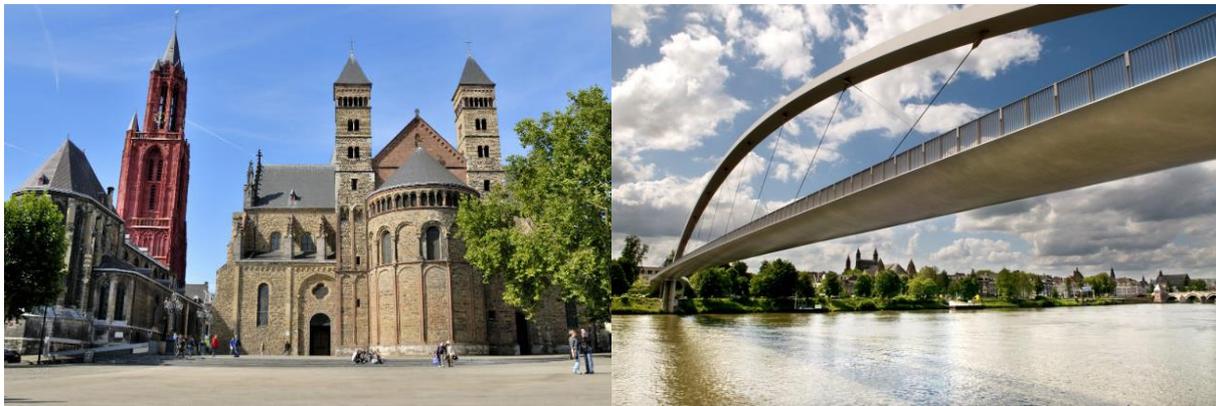


Study abroad at

School of Business and Economics

INFORMATION SHEET FOR STUDENTS 2018-2019

The city of Maastricht



Maastricht, the oldest city in the Netherlands, gained international fame as the 'birthplace of the European Union' by hosting of the European Summit in 1991, and as the city where the Treaty of Maastricht was signed in 1992.

Maastricht is centrally located in the heart of Europe, bordering Belgium (a brisk 47 minute walk or 11 minutes of vigorous bike riding away) and Germany (only 35 minutes by car), 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 nine airports within an hour's travel, where low cost carriers will take you to any European city in a heartbeat.

Located in the southernmost tip of the country, it has a reputation for being 'a bit foreign' even to other Dutch people. Many tourists visit Maastricht to go shopping, to get a taste of its convivial atmosphere, or to check out one of its 1,660 monumental buildings.

Maastricht is a cosy city of around 122,000 inhabitants. Known for its vibrant student life, there are dozens of student associations and organisations devoted to everything from sustainability to sports, from drama to music, and to volunteering, studying, and partying.

Maastricht is the perfect setting for a university city, with many festivals and events reflecting a diversity of cultural influences, from Maastricht's famous annual Carnival to experimental theatre, from thought-provoking lectures to lively music concerts. Going out to eat or having a drink at one of our many bars and cafes, especially outside, is a favourite pastime of both students and locals.

Maastricht is also set against a backdrop of hills, trails, and open countryside, making it an ideal place for sports and nature lovers alike.

Maastricht University

Maastricht University is highly regarded in Europe for its unique teaching style and high-quality research. In fact, its School of Business and Economics 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 Business School, London Business School and SBE's exchange partners HEC Montreal, Fundação Getulio Vargas (FGV-EAESP), and Aston Business School.



The School is a distinctly international institution with a student population numbering over 60 nationalities. Of the total of 4.200 bachelor's and master's students more than 2.500 (60%) have a foreign background. Annually, SBE welcomes about 700 exchange students from over 145 partner universities worldwide.



Problem-Based Learning (PBL) in the international classroom

PBL was adopted by Maastricht University in 1976. PBL tries to overcome the weaknesses of traditional education by giving the students a very active role. Students do not spend hours listening to lectures – although there are some, usually at the start of the study period - but instead, per course, attend two-hour tutorial group meetings twice a week. These meetings form the core part of the study programme and are the driving force for learning. Within the tutorial groups, problems are presented as cases and researched. The international classroom underlines the benefits in the learning process of students when they work in small tutorial groups with people from different cultural backgrounds. By approaching problems from a variety of perspectives students are acquainted with different ways of seeing things and that enhances the quality of discussions. In this way, the international classroom prepares students for the rapidly globalising labour market.

A tutorial group is composed 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. It is up to the students to discover where their knowledge falls short and to fill in the gaps. To do so, students will have to spend a lot of time between tutorial meetings to read articles and books, and to do research in the university library.

More in-depth information about the Problem Based Learning is available via:

www.maastrichtuniversity.nl/education/exchange/sbe → More information → [Problem-Based Learning](http://www.umpblprep.nl)
www.umpblprep.nl
[PBL in a nutshell](http://www.umpblprep.nl)

Eligibility

As exchange student you must be officially nominated by your home university. Also, we can only accept you if you major in Economics or Business (or related). If you are a bachelor's student, you have to have completed at least two semesters of relevant study before you start your exchange programme at SBE. If you want to take master's level courses while at SBE, you have to have a valid and relevant bachelor's degree when you start your exchange here.

English Language Requirement

Since the working language at our School is English and all courses are taught in English, all 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. SBE does **not** require any proof of an English language test score, but do make sure your English is up to par when you start your exchange.

Please note that if the goal of your exchange at SBE is to improve your English, this is not the right place to come to. Our educational system - Problem Based Learning or PBL - requires you to actively take part in the tutorial meetings as we call them. The PBL method is explicitly student-centred rather than teacher-centred, and 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 that you have an excellent knowledge of both written and spoken English.

Nominations by home university

Fall semester 2018 deadline 01 May 2018

Spring semester 2019 deadline 01 October 2018

After the nominations have been submitted by our partner universities, we will provide them with instructions about online registration and application.

Online registration and application by students

Fall semester 2018 deadline 15 May 2018

Spring semester 2019 deadline 15 October 2018

You will receive our manual for online registration and application via your home university.

After your application is finished, it will be processed as soon as possible.

If applicable, Maastricht University's Visa Office will contact you regarding the visa and/or residence permit application.

Your acceptance letter will be sent out to you digitally about three months before the start of your semester abroad.

Immigration matters

Nationals of the following countries do not need a **long-stay visa** to study in the Netherlands: Members of the EU, EEA, Switzerland, UK, Australia, Canada, Japan, Monaco, New Zealand, South Korea, USA and Vatican City State. A long-stay visa is necessary for nationals of all other countries.

For a stay of more than three (3) months, all non-EU nationals need a **residence permit**. Please check the webpage of our Visa Office for more information: <http://www.maastrichtuniversity.nl/visa>

If applicable, Maastricht University's Visa Office will contact you regarding the visa and/or residence permit application. If you hear from them, we urge you to respond **as soon as possible** and to provide them with the necessary documents.

Students needing a long-stay visa: without it you are not allowed to enter the Netherlands. It is not possible to be in the Netherlands and wait for your visa there. If you miss more than one week of tutorials because of visa problems, you can no longer take part in the class.

Important note:

If your long-stay visa is not ready in time, do not apply for a short-stay visa instead. If you do so anyway, Dutch Immigration Laws will oblige us to cancel your SBE student registration and you will not be allowed to follow courses.

Nuffic Certificate – for Chinese nationals only

All Chinese nationals (even if they are currently living outside China) who wish to enrol in an English-taught programme at a Dutch higher education institution must apply for a Nuffic Certificate to be eligible for a Dutch entry visa. This does not apply to Hong Kong (SAR), Macau (SAR) or Taiwan (ROC) nationals, or to those with British National Overseas citizenship.

The Nuffic Certificate is a document issued by Nuffic (Netherlands organization for international cooperation in higher education) that confirms the validity of students' diplomas and degrees, and their English language proficiency test scores. The minimum language requirement is a TOEFL iBT (only the iBT version is accepted) score of at least 79 or an IELTS (academic) score of at least 6.0.

Chinese nationals who study at one of our partner institutions 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 these students must provide a motivation letter stating 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.

Note that an exemption may be given only for the English language test score part of the application for a Nuffic certificate. *If you are a Chinese national you will always need a Nuffic Certificate* (in this case only proving the validity of your diplomas and degrees) as part of the application for a long-stay visa for the Netherlands.

We strongly recommend that you apply for the Nuffic Certificate at least four months prior to your intended departure for the Netherlands. Please note that the application for a Nuffic Certificate does NOT replace the visa application, or the exchange application procedures of SBE or other Dutch universities and Institutions of Higher Education.

The entire application procedure for the Nuffic Certificate can be found via: <https://www.studyinholland.nl/> → Practical Matters → Visas and permits → Nuffic Certificate for Chinese students → Application procedure

Academic Calendar → still subject to change

The academic calendar at SBE is divided into two semesters, a fall and a spring semester. Each semester is comprised out of three different course periods. Course periods 1, 2 and 3 compose the fall semester. Course periods 4, 5 and 6 compose the spring semester. Course periods 1, 2, 4 and 5 consist of seven education weeks and one exam week; course periods 3 and 6 consist of 2 weeks. Each semester starts with a two-day compulsory introduction.

Academic Year					
Fall semester			Spring semester		
Period 1	Period 2	Period 3 (skills training)	Period 4	Period 5	Period 6 (skills training)

Fall semester

Compulsory Introduction Days		30 August – 31 August 2018
Period 1	Education Exams Resits	03 September – 19 October 2018 22 October – 26 October 2018 07 January – 11 January 2019
Period 2	Education Exams Resits	29 October – 14 December 2018 17 December – 21 December 2018 08 April – 12 April 2019
Period 3	Skills	14 January – 25 January 2019

Spring semester

Compulsory Introduction Days		31 January – 01 February 2019
Period 4	Education Exams Resits	04 February – 29 March 2019 01 April – 05 April 2019 11 June – 14 June 2019
Period 5	Education Exams Resits	15 April – 29 May 2019 03 June – 07 June 2019 08 July – 12 July 2019
Period 6	Skills	17 June – 28 June 2019

Important note: if you want to take a resit (= second chance to pass the exam) you have to be present in Maastricht to take part. If you have already returned to your home country the resit will not be faxed, sent or e-mailed to your home institution.

On a different note: it is equally important to know that if you still have to take exams of your home university it is not possible to take them here in Maastricht. You either go back and take them at home, or you make arrangements to take the exams in your own country before you come to Maastricht (which is not an excuse to miss the introduction days).

Courses

Information on courses

In the [online exchange course database](#) 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. The online course database for 2018-2019 will be available as of June 2018. We do not expect major changes.

If the information in the course database is not enough, you may contact the relevant course coordinator at SBE. You will find the e-mail address in each course description.

Course selection

When you select your courses, you should note that some will assume knowledge of topics covered in other courses ("pre-requisites"). If you do not meet these requirements you will not be allowed to register for the course. You are responsible for making sure you have the requisite knowledge to follow courses that state certain pre-requisites.

As an exchange student you are expected to take second and third year courses. However, a selection of first year courses at SBE is also open to exchange students. If you want to register for a first year course and combine it with a second or third year course in the same course period, you do have to keep in mind that some of your tutorials might take place on the same day and the same time. This could also happen with the exam schedule. This can never be a reason for SBE to alter the course and exam schedule. If you get a study delay as a result SBE cannot be held responsible.

If you want to take master's level courses while at SBE, you have to have a valid and relevant bachelor's degree when you start your exchange here or a statement from your home university certifying that you have obtained at least 180 ECTS in the relevant field (economics, business, marketing, etc.) or that you will have obtained at least 180 ECTS in the relevant field at the start of your exchange semester. If you want to register for a bachelor's level course and a master's level course in the same course period you do have to keep in mind that some of your tutorials might take place on the same day and the same time. This could also happen with the exam schedule. This can never be a reason for SBE to alter the course and exam schedule. If you get a study delay as a result SBE cannot be held responsible.

Study load

Exchange students can only register for a maximum of 2 courses per period (13 ECTS) with a minimum of 1 course per period (6,5 ECTS), and only 1 skills training per period (4 ECTS). Skills trainings are not compulsory. At SBE we consider a fulltime study load per semester to be 4 courses and 1 skills training.

Important note: most SBE courses (except for the skills trainings) are worth 6,5 ECTS. In some study programmes, however, the number of ECTS per course is different.

Course registration period and deadlines → still subject to change

Period 1	01 June 2018 – 15 July 2018
Period 2	01 June 2018 – 16 September 2018
Period 3	01 June 2018 – 11 November 2018
Period 4	01 June 2018 – 02 December 2018
Period 5	01 June 2018 – 24 February 2019
Period 6	01 June 2018 – 21 April 2019

As long as you register for courses before the course registration deadline, participation is guaranteed; there is no limit to the number of participants per course.

Please be aware that all deadlines at SBE are extremely strict. Once the course registration deadline has passed, the system closes automatically and you can no longer register or deregister for courses. Up until the deadlines, you can register/deregister and switch at will.



Course changes

At SBE, unlike at most other universities, students **are not allowed to change their course choice after the course registration deadline**. Maastricht University uses the Problem Based Learning Method, where the average group size is 15 students. We therefore need to do a lot of planning to find enough rooms and teachers/tutors, and to make sure there are about the same number of students in each tutorial group. If we allow students to change after the deadline, this would create a lot of organisational and logistical challenges.

Important note: if you have to get advice on, or pre-approval for, your SBE courses, make sure to take care of this before the course registration deadline.

Course schedule

About two weeks before the beginning of each course period your schedule will be published via Student Portal.

If you notice an overlap in courses please contact the International Relations Office immediately via email: iro-incoming-sbe@maastrichtuniversity.nl.

You are obliged to attend your tutorial groups and are expected to participate actively. Note that this will have an impact on your grade for that course. The majority of SBE courses have a 100% attendance requirement which means that you cannot miss one single lecture or tutorial. If you do not fulfil these requirements, the consequences are yours to bare. One of the consequences could be that you will not be able anymore to pass the course successfully and thus will not receive any credits for the course.

Course examination

Once you have registered for a course, you are automatically registered for the first corresponding exam. If the final result for the first chance is an insufficient grade, you are automatically registered for the resit (=second chance to pass the exam). If you do not want to participate in the resit you will have to deregister for the resit yourself.

If the final result for the first chance was No Grade (because you did not attend the first exam, did not hand in an assignment or otherwise), you are not automatically registered for the resit. You will have to register for the resit yourself.

(De)registration period and deadlines course examination → still subject to change

Period 1	24 September – 30 September 2018
Period 2	19 October – 25 October 2018
Period 3	07 January – 13 January 2019
Period 4	25 February – 03 March 2019
Period 5	29 April – 05 May 2019
Period 6	01 July – 04 July 2019

Course examination schedule

The examination schedule is published on Student Portal within two weeks of the start of the corresponding course period.

Grade transcript

Once you have registered for a course it will show up on your transcript at the end of your exchange, unless you drop this course before the course registration deadline or before Friday in the second week of education.

If you decide to drop the course, always inform your home university, the course coordinator or tutor officially via email (including your name, student ID number, course code and title) and copy the International Relations Office in this email (iro-incoming-sbe@maastrichtuniversity.nl).

Housing

Student housing in the Netherlands is not arranged by the university. Finding a room is your own responsibility and can be challenging especially for the fall semester. If you have not yet started looking for accommodation, do so immediately!

Most exchange students end up staying at the UM Guesthouse (C or P Building). As you can tell, this organisation is affiliated with Maastricht University. The UM Guesthouse offers single and double rooms and studios at more than 10 locations in Maastricht. The main buildings are located in the vicinity of SBE and are easily accessible by bike or on foot. Minimum stay is 3 months, maximum 12 months.

Note that you need to make sure you arrive at least one day before the compulsory introduction day (or earlier). You can check in 24/7.

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 as user; registration costs are non-refundable. If the UM Guesthouse is fully booked, or if you prefer to stay elsewhere, you can click on the option *private market*. The option *housing corporations* is really only useful if you intend to stay in Maastricht for your entire degree.

If you do not want to use [maastrichthousing.com](http://www.maastrichthousing.com) to find housing on the private market you can just browse the internet yourself to find more information about accommodation providers like housing agencies or landlords that offer furnished rooms in Maastricht. Also you can look for local students who need someone to sublet their room or apartment to.

Tips for searching accommodation:

<https://mymaastricht.nl/>

<http://www.jules-housing.com/>

<https://www.thestudenthotel.com/maastricht/>

During your search for accommodation on the private market keep the following in mind:

- Always check whether the address of the room/apartment offered actually exists (via google maps, for example).
- Never transfer money in advance!
- Always check the credentials of the person (sub)letting the room.
- Check if your room/apartment is furnished (check for mattress and linens!) or unfurnished. Rooms rented at the UM Guesthouse are all furnished.

Please note that SSH (Stichting Studenten Huisvesting) is a student accommodation provider, which offers accommodation (indicated as M Building) located at the same address as the UM Guesthouse, Brouwersweg 100. However, SSH is a totally separate legal entity.

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, nor with housing agencies, landlords, local students subletting their room or apartment or otherwise. Instead, consult with your own lawyer or check: <http://www.housinghelpdesk.com/home>.

Costs of living in the Netherlands

Your daily expenses include accommodation, insurance, books and study materials, food and drinks, public transport, clothes, leisure, travel and other expenses. Experience has shown that students living and studying in the Netherlands spend approximately € 1.000 a month.

This estimate does not include tuition fees (you pay your normal tuition at your home university for the semester), immigration fees and unforeseen costs and should be used as a general indication of the costs of living.