<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Maastricht University School of Business and Economics</th>
</tr>
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<tbody>
<tr>
<td>Erasmus code</td>
<td>NL MAASTR01</td>
</tr>
<tr>
<td>Prof. Dr P.G.M.C. Vergauwen</td>
<td>Dean of the School</td>
</tr>
<tr>
<td>Prof. Dr M. Heijltjes</td>
<td>Associate Dean for Strategic Development and Internationalisation</td>
</tr>
</tbody>
</table>

http://www.maastrichtuniversity.nl/sbe

**International Relations Office**

https://www.maastrichtuniversity.nl/education/exchange/sbe

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>P.O. Box 616</th>
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<tbody>
<tr>
<td></td>
<td>6200 MD Maastricht</td>
</tr>
<tr>
<td></td>
<td>The Netherlands</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Visiting Address/</th>
<th>Tongersestraat 53 / room G2.25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address for courier mail</td>
<td>6211 LM Maastricht</td>
</tr>
<tr>
<td></td>
<td>The Netherlands</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Telephone</th>
<th>+31 43 388 37 06</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No fax number</td>
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</tbody>
</table>
International Relations Office Staff

Ms Lyan Ploumen
Director International Relations Office
Telephone: +31 43 388 37 86
E-mail: L.Ploumen@maastrichtuniversity.nl

Ms Ieke de Haan
Coordinator Outgoing Students
Telephone: +31 43 388 37 11
E-mail: I.deHaan@maastrichtuniversity.nl

Mr Jeroen Cleophas
Outgoing Students Officer
(Asia, Australia, New-Zealand, South Africa & South America)
Telephone: +31 43 388 39 30
E-mail: J.Cleophas@maastrichtuniversity.nl

Ms Lucie Noblesse
Outgoing Students Officer (Europe, Canada & USA)
Telephone: +31 43 388 32 20
E-mail: L.noblesse@maastrichtuniversity.nl

Ms Wendy Hardy
Agreements Coordinator
Telephone: +31 43 388 35 59
E-mail: W.Hardy@maastrichtuniversity.nl

Ms Paulien Creemers
Outgoing Students Officer
Telephone: +31 43 388 37 06
E-mail: P.creemers@maastrichtuniversity.nl

Ms Ellen Nelissen
Manager Double Degree Programmes
Telephone: +31 43 388 37 38
E-mail: Ellen.Nelissen@maastrichtuniversity.nl

Ms Renée Rijnders
Coordinator Double Degree/Incoming Students
Telephone: +31 43 388 25 93
E-mail: R.Rijnders@maastrichtuniversity.nl

Ms Ruth Reynders
Coordinator MSc Exchange/Incoming Students
Telephone: +31 43 388 35 77
E-mail: R.Reynders@maastrichtuniversity.nl

Ms Dominique Tellier
Incoming Students Officer
Telephone: +31 43 388 37 06
E-mail: D.Tellier@maastrichtuniversity.nl

Ms Stefanie van Leendert
Incoming Students Officer
Telephone: +31 43 388 37 06
E-mail: S.vanleendert@maastrichtuniversity.nl
Study Programmes

Exchange students can use our course database to work out their study path: [http://code.unimaas.nl/](http://code.unimaas.nl/) *

* When opening the course database, make sure to always select the Exchange course list.

The language of instruction of all courses is English.

**Academic Calendar 2016/2017**

**FALL SEMESTER**

**Compulsory Introduction Days**
Thursday 01 & Friday 02 September 2016

**Fall semester period incl. exams**
05.09.2016 – 31.01.2017

**Application Deadline**
15 May 2016:
Online application as exchange student

**Course Registration Fall**
Period 1: 01 June – 15 July 2016
Period 2: 01 June – 18 September 2016
Period 3: 01 June – 13 November 2016

**SPRING SEMESTER**

**Compulsory Introduction Days**
Thursday 02 & Friday 03 February 2017

**Spring semester period incl. exams**
05.02.2017 – 15.07.2017

**Application Deadline**
15 October 2016:
Online application as exchange student

**Course Registration Spring**
Period 4: 01 June – 04 December 2016
Period 5: 01 June – 26 February 2017
Period 6: 01 June – 23 April 2017
Accommodation

Maastricht Housing

Most exchange students find accommodation through Maastricht Housing. Most of 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 via Maastricht Housing actually get a room. Applications are processed on a first-come-first-served basis, and we have no influence on that process.

Office / Reception address:

Brouwersweg 100
6216 EG Maastricht
Phone: +31 43 388 59 70
Fax: +31 43 346 72 30
Email: guesthouse@maastrichtuniversity.nl
Applications and information via www.Maastrichthousing.com

Note that SBE’s International Relations Office cannot and will not interfere on students’ behalf in case of legal disputes concerning housing or otherwise. If faced with legal problems they are advised to go to the student law agency (“Studenten Rechtsbureau”), an agency for all UM students run by UM Law Students.
Residence Permit/Visa

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

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

If you are a Chinese national (even if you are currently living outside China) you 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 79 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](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.

**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](http://www.centrelectra.com)) 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. 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 written as well as spoken.

**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 our website. Registration for the first period of the Fall semester will be possible as of 1 June 2016. Registration for the first period of the Spring semester (period 4) is also possible as of 1 June 2016.

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.