STEP 1: ON-LINE REGISTRATION & APPLICATION

REGISTRATION APPLICATION

STEP 2: UPLOADING COPY PASSPORT / PASSPORT PICTURE/BA DEGREE-MASTER LEVEL STUDENTS

COPY PASSPORT PASSPORT PICTURE PROOF OF REGISTRATION OF CURRENT DUTCH UNIVERSITY PROOF OF PREVIOUS EDUCATION OR BACHELOR DEGREE (REQUIRED FOR MASTER COURSES)

STEP 3: COURSE & RESIT REGISTRATION

REGISTRATION PERIOD & DEADLINES GENERAL INFORMATION ON COURSES How to register for courses Exams CREDITS GRADE TRANSCRIPTS COURSE BOOKS

REGISTRATION STEP BY STEP

STEP 1: ON-LINE REGISTRATION & APPLICATION

REGISTRATION

Please note that in order to apply for contract student at SBE, you first need to register at Maastricht University (UM). After completion of the initial *registration* form, you will receive an email containing the user ID and password which you need for the *application* to SBE. If you have any questions concerning your registration and application at Maastricht University, please contact us via **informationdesk-sbe@maastrichtuniversity.nl**. If you want to change any information on your application form, please do not complete a new form but inform us about the change via

informationdesk-sbe@maastrichtuniversity.nl and we will process the change in our system.

For registration at Maastricht University please go to:

http://myum.unimaas.nl/anonymous

Complete all required fields on the form (marked with an *) and other relevant fields. If you need help with a specific question click

When you have completed all fields click the CHECK & SEND button.

CHECK & SEND 🕨

If you forgot one of the required fields you will get an error message. If the process is completed successfully you will get this message:

Regi	strationform			and the second s
	1	2	3	
	Process Form	Check and Submit	Completed	
_				

Your request was sent successfully (notification number: 000010000832)

How do you want to proceed?

Within 24 hours, you will receive an email at the email address you just entered on the registration form (so make sure you enter the correct data!). Please go to your inbox and follow the instructions in this email, which will contain your **user ID** and **password** and a link to the My Um portal.

APPLICATION

Before you start your online application, please make sure to have a digital copy of all required documents to finish your application (Passport Photo, Copy Passport, proof of registration of current Dutch University and, if applicable, your Bachelor Degree/Statement 180 ECTS) at hand. Without these documents a delay in your student application will occur.

Please go to the link below for the online APPLICATION, and enter your user ID and password in order to log on:

http://myum.unimaas.nl

Click on ADMISSIONS and choose 'new application' to go to the application form.

Make sure to enter the following data: *Programme type* --> choose 'Student of a minor subject' *Programme of study* --> choose 'SBE: Bijvakstudent '

e following form. You can save data typed into	this form.	Highlight Fields
Maastricht University	Leading in Learning!	
	Ē	
Application details		
* Programme type	Student of a minor subject	
* Programme of study	SBE: Bijvakstudent	
* Academic year	(Choose an entry)	
* Period from	• - • to • - DD-MM-YYY	r
	<i>\</i> }	
		_

Fall semester: from 01-09-2011 to 28-01-2012 Spring semester: 01-02-2012 to 31-08-2012

Proceed at the next section, number 2 'Education', by clicking on the 'Next' button and fill out the name and address of your current university. You don't need to fill out all previous education.



Personal data input Education Remaining question	Admission formulier - Microsoft Internet Explore	r	
Press 'Next' to proceed the admission	Personal data input Education Remaining que	sti	
	ress 'Next' to proceed the admission	·	

Proceed at section number 3 'Remaining questions' by clicking on the 'Next' button. Fill out this section and again click on 'next', then proceed with section number 4 'Upload documents'.

STEP 2: UPLOADING copy passport / portrait picture/proof of registration at current Dutch University/BA DEGREE-Master Level Students

Copy Passport

Immediately after you have submitted the on-line registration, you have to upload a clear, legible copy of your passport via the UM portal. We need the page that mentions your complete name, date of birth and place of birth, as well as the page that mentions the expiration date of the passport (and any pages that refer to an extension of the passport). Make sure that the number of the passport is clear as well.

Without a copy of your passport we cannot register you. Do not upload a copy of your driver's license or University ID card.

Portrait picture

After you registered on-line, you need to upload a portrait picture (colour). Note that we will use this picture for your file and for the university ID card.

Proof of registration at current Dutch University

To follow courses without additional costs you have to upload proof of registration at your Dutch university. (upload as 'other')

BA Degree – Master's Level Students

For master's courses, you need a bachelor's degree to enroll in the selected course(s).

First select the supporting document you want to upload. Then click on 'Browse' to find the file, e.g. 'Passport Photo', on your computer and select this file. Click on the 'Upload' button to submit the file.

Upload documents	
Select supporting document Passport Photo	
Upload	

Please check the website of your programme of study, to see which documents are required:

Please follow this procedure for your passport and, if applicable, your bachelor degree/statement 180 ECTS as well (please select the document type 'Diploma' for uploading your bachelor degree/statement).

When you are ready uploading all required documents, please click on 'Next'. On the following screen you will see your student applicant number. This information will also be sent to your e-mail.

STEP 3: COURSE & RESIT REGISTRATION

Before you can start with your course registration, please make sure you accepted your admission offer through the message you received from Maastricht University concerning your acceptance as a contract student.

As long as you 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.

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Registration period & deadlines

	REGISTRATION STARTS ON:	REGISTRATION PERIOD ENDS AT MIDNIGHT DUTCH TIME: (changes after this date are NOT POSSIBLE)
period 1	1 June 2011	15 July 2011
period 2	1 June 2011	18 September 2011
Period 3 (skills)	1 June 2011	13 November 2011
period 4	31 October 2011	27 November 2011
period 5	31 October 2011	19 February 2012
Period 6 (skills)	31 October 2011	22 April 2012

Click here for the on-line course descriptions for 2011-2012.

Please use the information in the course descriptions as reference point for your possible curriculum. 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.

Please note that the deadlines per period are extremely strict. Once the deadline has passed, it is no longer possible to click on the particular period and register for the courses in that period. Up until the deadlines you can add, drop and change at will.

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 <u>Course Descriptions</u>, which should give you enough information about the courses to make an academically sound decision. Please consult with your own academic advisor BEFORE you register for courses, and get approval well before the deadline. If you cannot find enough information you should contact the course coordinator of the course you are interested in. You will find the relevant e-mail address below each course description.

General Information on courses

You can only register on-line for the courses selected from the course descriptions via the **My UM** portal. Please notice that you can only register for a maximum of two (2) courses per period and only one (1) Skills training per Skills training period.

Skills training

Focusing on the acquisition of knowledge is not sufficient for students of Business and Economics. They have to be able to work in all kinds of organisations. This implies that you need to possess several social and communication skills. Throughout the programme, Maastricht University offers you the opportunity to obtain skills such as interviewing techniques or communication and leadership skills.

In addition, attention is paid to quantitative skills like accounting, financial arithmetic, operations research, statistics and mathematics. Computer proficiency and basic knowledge of information science are also regarded as essential elements of the curriculum. There are two skills periods: one period in period 3 and one period in period 6. One skills period consists of two weeks. Every skills training counts for 4 ECTS credits. You may only follow one skills training per period.

IMPORTANT: you should make sure to arrange your accommodation according to the duration of your stay at Maastricht University.

Level of courses

All courses are either at introductory, intermediate or advanced level.

Introductory

This course gives an introduction to the subject.

Intermediate

You can only choose this course if you have prior knowledge about the subject via a course offered at the Maastricht University School of Business and Economics, or a comparable course at your home university.

Advanced

Very high level; you can only choose this course if you have prior knowledge about the subject via a course offered at Maastricht University School of Business and Economics, or a comparable course at your home university.

Contract 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.

You are strongly advised to thoroughly investigate the contents of each course, as it is not possible to change courses after the deadline.

Each course description is built up according to the following format:

- Title of course
- Course code / New code
- ECTS Credits
- Period
- Level
- Lecturer(s)
- Language of instruction
- Allowed for exchange/contract/subsidiary students
- Learning outcomes and competences
- Course contents
- Literature
- Prerequisites
- Teaching Methods(s)
- Assessment Method(s)
- Grades in previous academic year
- Evaluation in previous academic year
- This course belongs to the following programmes/specializations
- In the past this course was offered with the course code(s)

Use the Course Description to base your course selection on.

How to register for courses

After you checked our course descriptions thoroughly and you know which courses you want to register for please go to **http://myum.unimaas.nl**, where you can register yourself for courses for period 1 from June 2011 onwards.

Login with your Maastricht University username [I60*****] and password; these were provided to you by email during the application process.

Please Note:

- 'Modules' refers to courses, skills, internships, thesis, etc. When you register for a module you are automatically registered for the first test/exam that belongs to the module.
- You need to be a student or a (conditionally) accepted applicant at Maastricht University to be allowed to book modules.
- You can only book modules during certain time frame
- Some modules have prerequisites (e.g. you should have passed module X before you can book module Y).
- Some modules have co-requisites (e.g. you need to book module A and module B instead of only module A or just module B).

Security Info	rmation 🛛
Frien Thi	is page contains both secure and nonsecure ns.
Do	you want to display the nonsecure items?
C	<u>Yes No More Info</u> If you see this click on Yes
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Do you v securely This webp connection <u>M</u> ore Info	want to view only the webpage content that was delivered provide the security of the entire webpage. Yes No If you see this click on No
My U	IM Maastricht University
mySt	tudy Services
Home	e Personal Data Admissions Courses Exams Graduation
Go to My Stu	Jdy and click on Courses.

Please note: The menu options vary and depend on your enrolment at Maastricht University.

Course Registration Specialisation Academic Work Special Course Approval Course Catalog 			
 My Timetable Preferences & availability EleUM 			
click on Course Regist	ration		
Start Close			1

Program of Study: *	•
Program Type: *	
Academic Period: *	

Select the programme of study you want to book modules for.

Please note: this is a required step since many students are registered for multiple programmes.

Program study: SBE: Bijvak Program type: Bijvak Academic Period: choose 2011/12, period *

Click on start

On the next page you see two main tabs: My Courses and Registration Cart.

My Courses	Registration Cart	
Registered Waitlist	Special Approval C	ancelled

On the My Courses tab you see all modules that you have already booked. On the Registration Cart tab you see all modules that you can book as a contract student.

Click on the Registration Cart tab:

My Courses Registration Cart								
	Check 🖌 Regist	er 🖌 📝 Change 🗍 Remove						
₽	Module Abbr.	Module Name	Section	Inherited	Attm. Credits	Scale	Available	Pre-Req.
	EBC1001	Mngmt of Organisations and Marketing		粘	6,00000	A+ /F		Â
	EBC1010	Microeconomics		*	6,50000	A+ <i>I</i> F		
	EBS1002	Philosophy of Science		*	4,00000	A+ /F		
	EBC1025	Finance		*	6,50000	A+ /F		
	EBC1030	International Economic Relations		*	6,50000	A+ /F		

Here you see all modules that you can book as a subsidiary (bijvak) student.

/	My Courses Registration Cart								
	Check 🖌 Register 🖌 🖉 Change 🗑 Remove								
₽	Module Abbr.	Module Name	Section	Inherited	Attm. Credits	Scale	Available	Pre-Req.	•
	EBC2054	Investment Analysis and Portfolio Mngmnt		*	6,50000	A+ /F			
	EBC2055	Financial Management and Policy		*5	6,50000	A+ /F			
	EBC2056	International Financial Accounting		*	6,50000	A+ /F			
	EBC2058	Auditing		*	6,50000	A+ /F			
	EBC2059	Management Accounting		*	6,50000	A+ /F			

To book a module, select a module by clicking on the square in front of the module

Registration Cart My Courses Check 🖌 Register 🖌 Change 📶 Remove 🚯 Module Abbr. Module Name EBC2054 Investment Analysis and Portfolio Mn You can click on the Check button to see if you are allowed to book this module. You should click on the Register button to book the selected module: Registration Cart My Courses Check 🖌 Register 🖌 Change 📶 Remo Register All 🚯 Module Register Selected EBC205 halysis and Portfe A drop-down menu will appear. Click on Register Selected

Confirm Registra	tion		
Module Abbr.: Module Name:	EBC1025 Finance		
Section: Attempted Credits: Scale:	6,50000 Credits		1
Academic Period: Program of Study:	2008-09 Year BA Economics track Int economic studies		
Program Type: Reason:	Bachelor		
		Register! Cancel	

After clicking on the Registered Selected option, a pop-up page will appear. This is the Confirm registration page. You can review your selection and, if you still want to book the selected module, click on the Register button, otherwise click on the Cancel button.

You should leave the field 'reason' blank.

Once you click register, the module(s) was/were booked correctly this message will appear:

🔽 Module(s) successfully booked

Different error messages and warnings can appear when modules cannot be booked. If the short explanation is unclear please click on **display help** to see a more elaborate explanation.

Module GEN1002 extended booking check not <u>fulfilled</u> Display Help

Prerequisite Module X for module Y is not <u>fulfilled</u>

Display Help

Sub requirement : check honour status not fulfilled

You can now continue booking the next module(s) if you want to. To check if module booking was successful, return to the My Courses tab where you can see the booked modules for the specific period:

	My Courses	Registration Cart	
Check A Register A Change Remove			
₽	Module Abbr.	Module Name	
	EBC2054	Investment Analysis and Portfolio Mr	

On My UM \rightarrow Courses \rightarrow My Timetable \rightarrow 'Course Timetables', you can view the education schedule for a course. Via 'My Student Timetable', you can check your own timetable.

Exams

Students are automatically registered for the first exam of the courses they register for in MY UM.

The form of examination differs widely per course. In most cases, the students have to pass a written or oral examination at the end of the course. During the course, the students are usually required to write papers and/or to give presentations. Subsidiary students are automatically registered for the exams of the courses they have signed up for via MY UM.

The form of examination is mentioned in the course descriptions and is also described in detail in relevant course information on EleUM. NOTE: the method of examination as per the relevant EleUM page may be different as the one described in the descriptions! The information on EleUM is final.

The individual results are available 15 working days after the examination via Internet (check your MY UM or ELEUM page <u>http://eleum.unimaas.nl</u>, more information about this site later). If the student meets the obligations set by the examiners, he or she obtains 6,5 ECTS credits (in case of Skills training this is 4 ECTS credits).

Please note that the Examination Rules such as they have been agreed upon by the Board of Examiners at Maastricht University have to be obeyed. More information can be found in the Student handbook as well as in EleUM.

Resits

If a student fails a course, he/she will always get the opportunity to do a re-examination, or re-sit. If you fail a course you are NOT automatically registered for the re-sit, which means you HAVE to register via MY UM. If you register for the re-sit but do not actually go to the re-sit you automatically get a zero for the exam.

Registration for the RE-SITS	STARTS ON	REGISTRATION PERIOD ENDS AT MIDNIGHT DUTCH TIME ON
Re-sits period 1	22 November 2011	28 November 2011
Re-sits period 2	28 February 2012	13 March 2012
Re-sits period 4	05 May 2012	15 May 2012
Re-sits period 5	04 July 2012	08 July 2012

Exam Schedule

To find out when and where the exams (re-sits) take place, log onto EleUM (<u>http://eleum.unimaas.nl</u>). Exam schedules are published in the week AFTER the exam registration period (see academic calendar on ELEUM)

There are several exam locations. Abovementioned website will tell you which one you have to go to. On ELEUM you will see where each one is located in the Maastricht area.

Note that you **won't** be admitted to the exam when you are too late. Please check the bus schedule well in advance (remember: if it is a public holiday or if the exam period takes place in a holiday period, the busses may run less frequently. Check this!), or make sure your bike is in working order, or make arrangements for a taxi in advance. Make sure you check the exam site for information on any changes in the exam venue, time or date. This is YOUR responsibility. If you are late you will be barred from the exam, and you will have to sign up for the re-sit.

Grade Transcripts

If you merely want to see what your results were, you can also check this via MY UM \rightarrow courses \rightarrow Academic Work. Your 'My UM' account remains valid for about 60 days after your registration has ended.

On request you can receive a grade transcript.

Course books

All course books will be made available via EleUM; we suggest you print these before you come to Maastricht, because you will need these the very first week of class, and it may be cheaper and easier at this moment to print them while still in your home country. (Do not forget to actually bring them with you to the Netherlands...) Note that most course books become available only about one week before the semester starts.

To check whether the course books have been added to your courses log onto EleUM and go to My SBE > Courses > following you can see which of your courses are already available. If you click on one of the courses, you will have the possibility to choose one of the following options:

- Announcements: Under this section course coordinators or tutors can post announcements concerning their course which will be of great importance to you.
- Course Information: Over here you can find general information about the course, if available
- Staff Information: Over here you can find information about the course coordinator/tutor of the course, if available
- Course Material: Under this section you can find the course book(s) of the course and information about group meetings, examinations, cases and lectures
- Communication: This part contains certain communication tools which you can use to communicate about the course like e.g. a discussion board
- Tools: Here you can view, amongst other things, your grades