

### Rules and Regulations Study Abroad

This document pertains to the selection of students for a study abroad at a partner university, and the recognition of the ECTS credits and courses that are obtained/taken during a study period at a partner university (more information via Partner Universities on MySBE).

### Study abroad

As stated in the Bachelor's Education and Examination Regulations (EER) a study abroad at a partner university is compulsory for the bachelor's programmes:

- Econometrics and Operations Research (E&OR) in the 5<sup>th</sup> semester;
- Economics and Business Economics (EBE):
  - o EBE specialisation Economics and Management of Information (INF), 5<sup>th</sup> semester or an internship of 26 ECTS, 5<sup>th</sup> semester;
  - o EBE specialisation International Business Economics (IBE), 5<sup>th</sup> or 6<sup>th</sup> semester;
  - o EBE specialisation Economics (ECS), 5<sup>th</sup> or 6<sup>th</sup> semester;
  - o EBE specialisation Emerging Markets (EM), compulsory internship of 22 ECTS credits, 6<sup>th</sup> semester.
- International Business (IB):
  - o IB major Accounting, 5<sup>th</sup> semester
  - o IB specialisation Emerging Markets (EM), compulsory internship of 22 ECTS credits, 6<sup>th</sup> semester
  - o All other majors, 5<sup>th</sup> or 6<sup>th</sup> semester.

### Selection study abroad

Students are ranked and selected based on the grades and the number of ECTS credits (between 53.5 and 60.0 ECTS credits) obtained in the first year.

To rank all students the IRO will look at the individual student's average grade

- based on the first-sit first-year course grades (no skills trainings);
- based on the grades of seven (7) first-sit first-year courses (the lowest first-sit first-year course grade is not taken into consideration); and
- calculated in two (2) decimals.

Please note that students who have obtained 53.5 or 56.0 ECTS credits will be ranked below those of all students who have obtained 60.0 ECTS credits.

### Duration of study abroad:

Students can only study abroad for one semester.

### Study load

To meet the study abroad requirement, a student must successfully complete a study period at a partner university of a minimum of 26.0 ECTS credits and a maximum of 30.0 ECTS credits. Honour students may take a maximum of 32.0 ECTS credits.

Students are recommended to take the fulltime study load per semester (30.0 ECTS credits) in order to fulfil the study abroad requirement. In order to avoid a possible study delay, students in the bachelor's programmes IB and EBE (except the specialisation EM) who acquire 30.0 ECTS credit instead of 26.0 ECTS credits during their study abroad, are allowed to use the extra 4.0 ECTS credits to substitute one required skills training. The extra 4.0 ECTS credits may not be used to substitute regular courses, the QM III skills training (for IBE, INF and IB students) or the Bachelor's Thesis.

Attention: only extra credits obtained for category 1 courses (= field related courses) can be used to substitute a skills training. NB: students in the bachelor's programme in E&OR who face a possible study delay due to study abroad should contact their Programme Coordinator for options to make up for missing ECTS credits.

Only students who have obtained 30 ECTS credits within the study abroad may use 4.0 ECTS credits to substitute an elective skills training.

Students should always make sure that the courses at the partner university

- are open to exchange students;
- have the required level\*;
- fit into their study programme;
- do not overlap with courses that they already followed (or will follow) at SBE, checking the course description and the list of literature. If there is overlap, the number of ECTS credits from overlapping courses will be deducted from the total.

Please note that the Board of Examiners does not grant ECTS credits for language (or language related) courses, sports activities, creative courses, first year courses, and online courses.

#### \*Course level/content

The level of the courses taken abroad must be equivalent to the courses that can be taken in the 2<sup>nd</sup> or 3<sup>rd</sup> year bachelor's programmes at SBE. If the host university has a three-year bachelor's programme, 2<sup>nd</sup> and 3<sup>rd</sup> year courses will be accepted. If the host university has a four-year bachelor's programme, students may only take 3<sup>rd</sup> and 4<sup>th</sup> year courses.

At least 75% of the minimum workload of 26 ECTS credits to be obtained at the host university ( $75\% \times 26 = 19.5$  ECTS credits) must be either economics/business administration/econometrics courses or field related courses, such as Sports Management or Business Law. These courses are referred to as category 1 courses.

No more than 25% of the credits to be obtained abroad ( $25\% \times 26 = 6.5$  ECTS credits) may be obtained from courses that are not field related. These courses are referred to as category 2 courses. If a category 2 course - or a combination of category 2 courses - is more than 6.5 ECTS credits, only 6.5 ECTS credits can be used for the study abroad requirement.

Please note:

- Students in the bachelor's programme Economics and Business Economics (EBE) specialisation Economics (ECS) or specialisation Economics and Management of Information (INF) can choose all courses provided for exchange students by the host university, except language (or language related) courses, sports activities, creative courses, first year courses, and online courses.
- Students in the bachelor's programme Econometrics & Operations Research (E&OR) should always submit their list of courses to the Econometrics Programme Coordinator, Dr André Berger, for approval prior to departure. At least 13.0 ECTS credits should be courses with a sufficient quantitative component, such as micro and macroeconomics courses, finance, operations research, econometrics, mathematics, and computer science. Students may also take courses at master's level. However, language (or language related) courses, sports activities, creative courses, first year courses, and online courses will not be accepted.

## Partner universities without ECTS system

Not all universities use the ECTS credit system. Students who want to know the equivalent number of local credits to take at a certain partner university can check intranet → SBE Stud. → Study Abroad → Partner Universities. This information is checked and maintained by the IRO.

## Request for recognition of courses and credits

To have the credits and results obtained abroad officially recognised, students should submit the following three documents to the IRO upon the end of the study abroad:

- Request for Approval document (available via MySBE);
- Certified copy of the official transcript of academic records obtained at the host university (students can keep the original transcript themselves);
- Study abroad essay. See guidelines in appendix 1.
- NEW: Global Mind Monitor survey results. More detailed information will follow via email

Only if all four documents have been submitted will the IRO assess the student's file.

The IRO will check the official results and the study abroad essay, an academic staff member will check the Global mind monitor, and the IRO advise the Exams Office about the number of ECTS credits to award. The Exams Office checks on behalf of the Board of Examiners if there is overlap with courses that the student passed or will pass at SBE. In case of overlap the advised number of ECTS credits will be reduced.

## Registration of credits

The Exams Office registers awarded ECTS credits on MyUM. Your file on studying abroad, including the certified copy of the official transcript, will be kept in your student file at the Exams Office.

The indication Study Abroad plus the number of ECTS credits obtained abroad will be mentioned on the student's final List of Exam Subjects and added as appendix to the bachelor's degree certificate. The courses taken abroad and the local grades obtained will not be mentioned and will not influence the student's Grade Point Average (GPA).

Under certain conditions it is also possible for students to partly obtain credits for the study abroad requirement through a summer course or through an internship (see also Internships on MySBE). A combination of a summer course and an internship to partly fulfil the study abroad requirement is not allowed

## Internship

SBE students have the opportunity to partly (maximum of 4 ECTS credits) fulfil their study abroad requirement by doing an internship.

### Requirements

Duration: at least 6 weeks but never more than 14 weeks (at least 240 hours). The internship must be relevant to your study programme. It may take place abroad as well as in The Netherlands. You are required to write an academically sound internship report in English that covers your activities and assignments in a clear and concise manner. You need to seek approval before the internship starts: via SBE Internship Office. for more detailed information: <https://intranet.maastrichtuniversity.nl/en/school-business-and-economics-students/extra-study/em-internships-tip/regular-internships/procedur-0>

## Summer Course

### Request for recognition of summer course

SBE students have the opportunity to partly (maximum of 6.5 ECTS credits) fulfil their study abroad requirement by taking a summer course abroad. To qualify, the summer course has to meet the requirements concerning content, level and overlap. A request to take a summer course must be submitted to the Board of Examiners at the latest two weeks before the summer course takes place.

The Request for Approval Summer Course must include:

- Information about the organising university;
- The title of the course to be followed at the host university;
- A description of the content ;
- Information about the level;
- Information about the number of ECTS credits offered;
- Information about the workload.

Incomplete requests will not be processed.

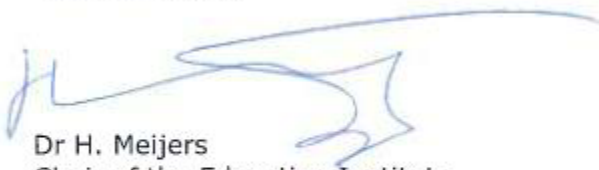
Approval of summer courses and the final number of ECTS credits to be awarded for a summer course is always at the discretion of SBE's Board of Examiners. Approval has to be obtained prior to the summer course.

### Registration of credits

Upon completion of the pre-approved summer course, the student should submit a certified copy of the official summer course transcript to the Board of Examiners, who will instruct the Exams Office to register the awarded ECTS credits on MyUM.

ECTS credits for summer courses in excess of 6.5 ECTS credits, or ECTS credits that will not be used to partly fulfil the study abroad requirement, will not be mentioned on the final List of Exam Subjects. Your file on the summer course and the certified copy of the official transcript will be kept in your student file at the Exams Office.

Yours sincerely,



Dr H. Meijers  
Chair of the Education Institute

25-05-2018

Appendix 1	
Guidelines study abroad essay	
Personal details	<ul style="list-style-type: none"> <li>✓ Name</li> <li>✓ Student ID</li> <li>✓ E-mail address</li> <li>✓ Partner university</li> <li>✓ Period of study abroad</li> </ul>
Info partner university	<ul style="list-style-type: none"> <li>✓ When did you get your application forms and/or info package?</li> <li>✓ What was included? (e.g. info on course registration, language training, accommodation, insurance, visa procedure?) Do you have any tips on how to complete the forms or on how to deal with getting a room?</li> </ul>
Study	<ul style="list-style-type: none"> <li>✓ Range of courses offered</li> <li>✓ Fields in which courses are offered (e.g. Finance, Economics, Management, etc.)</li> <li>✓ Registration for courses before departure or upon arrival? Can you change courses if needed? Do you have course recommendations for future exchange students?</li> <li>✓ Describe the courses you followed (name and local code; short summary; number of local credits; comments on the quality and level)</li> <li>✓ Personal judgement Please use the following qualifications: very good/ good/satisfactory/poor</li> </ul>
Language	<ul style="list-style-type: none"> <li>✓ What was the language of instruction?</li> <li>✓ How did you prepare yourself</li> <li>✓ Did you follow a language training?</li> </ul>
Stay	<ul style="list-style-type: none"> <li>✓ Specifics on arrival and departure (e.g. pick up service; buddy programme)</li> <li>✓ Housing</li> <li>✓ Reception and introduction</li> <li>✓ Leisure (extra-curricular activities)</li> </ul>
Host country	<ul style="list-style-type: none"> <li>✓ Did you need a visa for your stay abroad?</li> <li>✓ Where did you get information on obtaining a visa? (Please give address or phone number if applicable.)</li> <li>✓ Did you get information on vaccination for your stay abroad and where did you get information on the vaccination? (Please give address or phone number if applicable.)</li> <li>✓ Health insurance</li> <li>✓ Required documents</li> </ul>
Cultural perspective	<ul style="list-style-type: none"> <li>✓ Did your time abroad change the way you perceive other cultures?</li> <li>✓ What is the most significant change in your worldview as a result of your study abroad?</li> <li>✓ Describe the process of integration with local students and/or other international students</li> <li>✓ Do you feel more confident in interacting with people with a different cultural background?</li> <li>✓ Did the study abroad contribute to your personal development as a global citizen?</li> </ul>
Grant	<ul style="list-style-type: none"> <li>✓ Amount</li> <li>✓ How much did you spend per month in the host country (on average)?</li> </ul>
Do's & don'ts	<ul style="list-style-type: none"> <li>✓ Tips for future exchange students (tips of any kind: travelling, housing, practical matters...)</li> </ul>

Please submit your study abroad essay by email to [iro-outgoing-sbe@maastrichtuniversity.nl](mailto:iro-outgoing-sbe@maastrichtuniversity.nl)

Free to write down anything that may be relevant and give a concise opinion of your stay abroad. Offer whatever advice or suggestions that in your opinion might help future students when they go to your host university.

Be smart, and start writing your essay already during your period of study abroad. Also, be creative! The IRO will award a food-for-thought voucher of € 50 to three SBE students whose reports are outstanding in terms of useful information and creative writing style. The IRO will announce the three winners via MySBE and Facebook.

Note that all study abroad essays will be published on MySBE [Partner Universities], so that students interested in going to the same partner can get information on how things work, and decide if this would be a good match for them. Your name and email will be visible, so that students can contact you for additional information. If you do not want other students to contact you, let us know, so that we can blur the contact information before we post your essay.

**We look forward to reading your essays!**