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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 e-mail 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:



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 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 'contract'

Programme of study --> choose 'SBE: Contract Education'

Application details

* Programme type	Contract
* Programme of study	(Choose an entry)

- LAW: Conflictmanagement
- LAW: Rechten
- SBE: Contractonderwijs
- SSC: CES
- UCM: Pre Med Program

Please note that you have to fill out the Period as follows:

Fall semester: from 03-09-2012 to 25-01-2013

Spring semester: from 04-02-2013 to 28-06-2013

After filling out all details please proceed at the next section, number 2 'Education', by clicking on the 'Next' button.

Admission formulier - Microsoft Internet Explorer

1 Personal data input 2 Education 3 Remaining questions

Next

Press 'Next' to proceed the admission

In this section please IGNORE the questions 'Previous education in the Netherlands' and 'Previous education not in the Netherlands' and *make sure you do NOT click on the plus*

sign 

Leave it like this:

Previous education in the Netherlands

1



Previous education not in the Netherlands

1



So make sure that you do **not** see the minus sign:



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 / PASSPORT PICTURE/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. If you do not yet have a passport, contact us at informationdesk-sbe@maastrichtuniversity.nl immediately and upload a copy of your birth certificate in the meantime. Please note: only if you are a national of an EU country will a copy of your National Identity Card be accepted. Do not upload a copy of your driver's license or University ID card.

Double Nationality:

If you indicated that you have a double nationality upload copies of both passports; if you only submit one passport copy you will be registered as national of the country that issued that particular passport.

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 current or previous Bachelor education

For bachelor's courses you need proof of your current or previous Bachelor education, or a diploma that is at least equivalent to the Dutch pre-university certificate, the VWO diploma.

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

Select a file

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.

Registration period & deadlines

	REGISTRATION STARTS ON:	REGISTRATION PERIOD ENDS AT MIDNIGHT DUTCH TIME: (changes after this date are NOT POSSIBLE)
period 1	1 June 2012	15 July 2012
period 2	1 June 2012	16 September 2012
Period 3 (skills)	1 June 2012	11 November 2012
period 4	29 October 2012	25 November 2012
period 5	29 October 2012	17 February 2013
Period 6 (skills)	29 October 2012	21 April 2013

Click here for the on-line course descriptions for 2012-2013.

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 [Course Descriptions](#), 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.

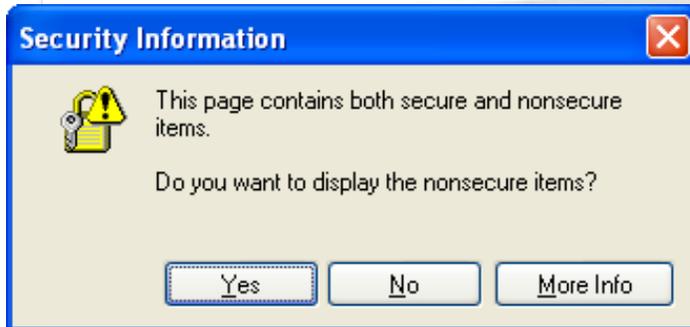
How to register for courses

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.

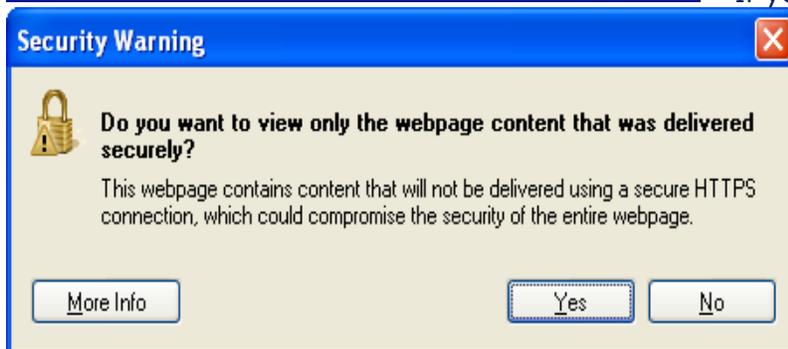
Login with your Maastricht University username [I60***] and password; these were provided to you by email during the application process.**

Please Note:

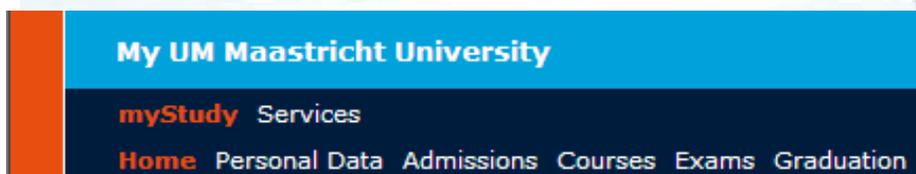
- 'Modules' refers to courses, skills, internships, thesis, etc. When you register for a module you are automatically registered for the first test/exam that belongs to the module.
- You need to be a student or a (conditionally) accepted applicant at Maastricht University to be allowed to book modules.
- 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).



If you see this click on **Yes**



If you see this click on **No**

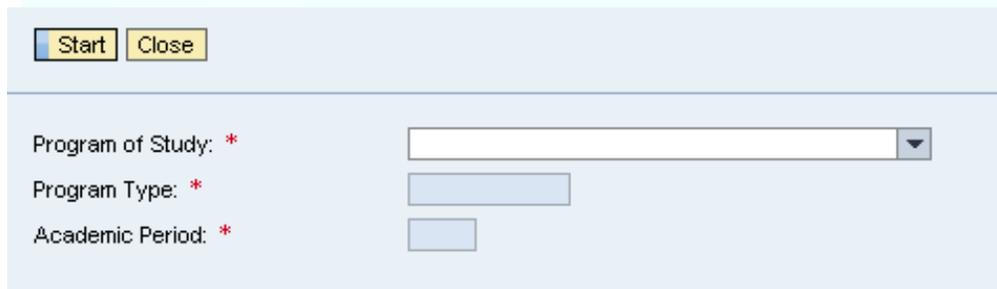


Go to **My Study** and click on Courses.

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



click on Course Registration



Start Close

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: Contract Education
Program type: contract
Academic Period: choose 2012/13, period 1



Start

Program of Study: * SBE: Contractonderwijs

Program Type: * Contract

Academic Period: * 2010-11 Period 5

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 | Cancelled

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:

Module Abbr.	Module Name	Section	Inherited	Attn. Credits	Scale	Available	Pre-Req.
EBC1001	Mngmt of Organisations and Marketing		↓	6,00000	A+ /F	🟢	⚠️
EBC1010	Microeconomics		↓	6,50000	A+ /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 contract student.

Module Abbr.	Module Name	Section	Inherited	Attn. Credits	Scale	Available	Pre-Req.
EBC2054	Investment Analysis and Portfolio Mngmnt		↓	6,50000	A+ /F	🟢	
EBC2055	Financial Management and Policy		↓	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

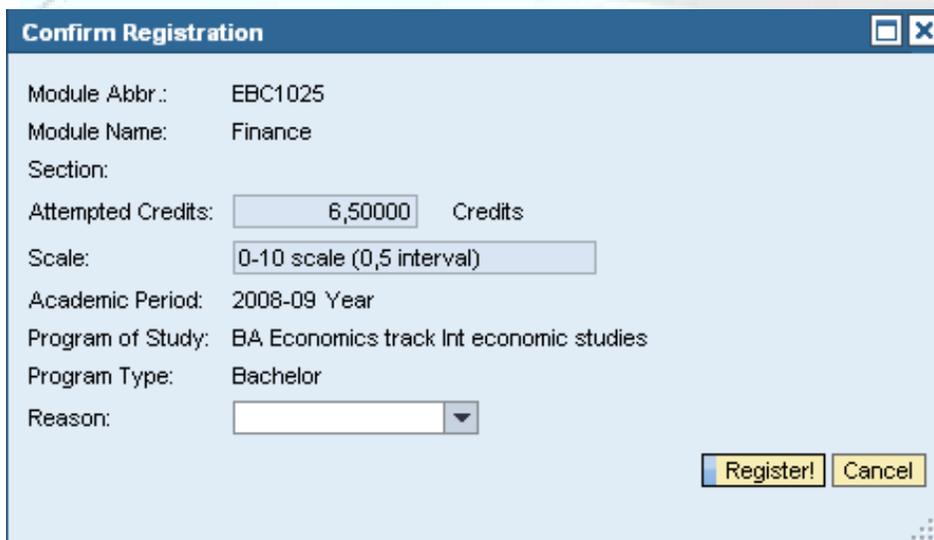
Module Abbr.	Module Name
EBC2054	Investment Analysis and Portfolio Mng

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:

Module	Module Name
EBC2054	Investment Analysis and Portfo

A drop-down menu will appear. Click on Register Selected



Confirm Registration

Module Abbr.: EBC1025
 Module Name: Finance
 Section:
 Attempted Credits: Credits
 Scale:
 Academic Period: 2008-09 Year
 Program of Study: BA Economics track Int economic studies
 Program Type: Bachelor
 Reason:

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

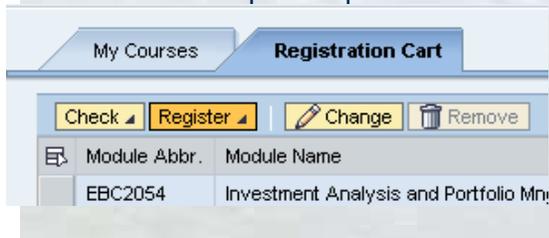
Different error messages and warnings can appear when modules cannot be booked. If the short explanation is unclear please click on **display help** to see a more elaborate explanation.

❗ Module GEN1002 extended booking check not fulfilled
[Display Help](#)

❗ Prerequisite Module X for module Y is not fulfilled
[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**

Module Abbr.	Module Name
EBC2054	Investment Analysis and Portfolio Mn.

Good luck with your course registration. In case of any questions please do not hesitate to contact the information desk via e-mail.

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. Contract 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 <http://eleum.unimaas.nl>, 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	19 November 2012	25 November 2012
Re-sits period 2	4 March 2013	10 March 2013
Re-sits period 4	06 May 2013	12 May 2013
Re-sits period 5	01 July 2013	04 July 2013

Schedule

To find out when and where the exams (re-sits) take place, log onto EleUM (<http://eleum.unimaas.nl>). 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.

Credits

What is the European Credit Transfer System (ECTS)?

ECTS, the European Credit Transfer System, was developed by the Commission of the European Communities in order to provide common procedures to guarantee academic recognition throughout the European Community and, as from the academic year 1992/93, between an EC Member State and any country belonging to the European Free Trade Association (EFTA). ECTS provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.

How does ECTS work?

ECTS is a decentralized system based upon the principle of mutual trust and confidence between higher education institutions. The few rules of ECTS, concerning Information (on courses available), Agreement (between the home and host institutions) and the Use of Credit Points (to indicate student workload) are set out to reinforce this mutual trust and confidence.

The Allocation of ECTS Credit Points to Courses

ECTS is a credit system based on student workload. Student workload involves lectures, practical assignments and self study. It includes all work needed to prepare for an examination. It is important to know that no special courses will be set up for ECTS purposes: all ECTS courses are mainstream courses of the participating institutions, as followed by home students under normal regulations.

According to the student's workload of the courses offered, it is up to the participating institutions to subdivide the credits for the different courses. ECTS Credits are only allocated to courses and awarded to students who successfully complete those courses by passing the required examinations or other assessments. As said at the beginning: only grades 5,5 and up will count as PASS grades.

Grade Transcripts, the FAQs

What is our grading system?

Grades range from 1 to 10, 10 being the highest score. It should be noted that a 10 is very rarely scored (less than 1% of students and this is not a typing mistake). In general students who fail to take the exam will get a '0' for the course. Grades 1 to 5.4 constitute a fail grade; grades 5.5 and higher are pass grades.

When will I receive my grades?

If you merely want to see what your results were, you can also check this via MY UM → courses → 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

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