

OEP Programmes - Course advice Fall 2017

Welcome to the Center for European Studies! We are looking forward to welcoming you in Maastricht, the Netherlands. Before you arrive, your programme coordinator at CES is going to advise you regarding your course selection and help you register for courses. This guide will help you understand the way that the academic system at Maastricht University is organised so that you can make informed decisions and sign up for the right courses.

CES OEP Programmes

CES offers five Open Enrolment Programmes:

- [Business and Economics in Europe](#)
- [History, Culture & Arts in Europe](#)
- [Politics, Law & International Relations in Europe](#)
- [Psychology & Neuroscience in Europe](#)
- [Public Health & Medicine in Europe](#)

If you follow the link to the programme you signed up for, you will find a Courses & Curriculum tab on the page which links to an overview of all the courses you can choose from.

What's different?

Let's start with the way that the system in Maastricht might be different from what you're used to back home. First of all, there is no add/drop period once courses have started, there is no auditing a class, final class schedules aren't published until a week or so before classes start (and even then can still be subject to change) and the registration deadlines for classes are months in advance. Luckily though, you have a very experienced CES staff ready to tackle these challenges with you 😊.

Course advising at CES: some basic guidelines

What does this mean for the course advising process? There are a few rules to keep in mind:

- Deadlines are important and not controlled by CES. *If you miss a registration deadline, we might not be able to get you into the class of your choice.*
- Make course registration a priority during the coming weeks. *Please keep an eye on your email, respond promptly and set up a Skype appointment as soon as possible*
- Make sure you get into the right class and get your courses approved at your home university or college. *We ask all students to confirm that they will get credit for each class they sign up for. We also send out course manuals to make double sure that the course is suitable. Because once you are registered for a course, we can only address changes for academic reasons and ONLY before classes start.*

Programme structure

Each CES semester is 18 weeks long and starts with an extensive 2-week introduction, followed by two 'block periods' of classes of 8 weeks each:

- Fall semester: block periods 1 and 2
- Spring semester: block periods 4 and 5.

Students take two or three courses per block period depending on the number of credits required.

Credits

The number of credits awarded per course varies widely per department, from a mere 1.5 ECTS to a whopping 12 ECTS. Students can earn a minimum of 24 and maximum of 32 ECTS per semester. In each half of the semester students can take an average of 12 and a maximum of 18 ECTS credits (so for example by taking two classes of 5-6.5 ECTS credits at the same time, or one class of 12 ECTS credits). How many credits you need depends on your home university or college.

What's the education like?

Most Faculties and Schools use Problem-based learning (PBL), a small-scale educational system (max. 15 students per group), in which students take an active role in their own learning process: discussing and solving cases, giving presentations etc. The role of the professor (tutor) is that of a guide or mentor, who oversees the learning process, but tries to interfere as little as possible. Because classes are so small, there is a lot of emphasis on participation and attendance. To familiarize yourself with PBL, we recommend exploring '[The Problem-based learning preparatory website](#)' (made by SBE) or watching this video:



What can you expect regarding class hours?

A class consists of tutorial meetings (small group meetings in which cases are discussed), lectures and sometimes skills trainings. It depends on the Faculty or School which activities are mandatory, but it is safe to say that attendance plays an important part and meeting the minimum number of class hours is a prerequisite for passing each course.

Classes typically meet 2-3 times a week. The number of total class hours *per course* varies from 4-8 hours per week; for every hour in class students are expected to spend 2-3 hours on study. 40 Hours a week is considered to be a normal work load (class time and self-study time).

Where to find an overview of courses?

There are over 350 classes in English to choose from. Courses are published on the [CES website](#) under each programme. We differentiate between courses that are related to the programme (so-called 'programme-related Majors': for example marketing classes in the *Business & Economics in Europe programme*) and courses that are not related to the programme (so-called 'Electives'). At least half the selected courses need to be programme-related.

If you go to Electives, you will see an overview of ALL courses offered via CES. These courses are taught at different departments (we say 'Faculty') and schools of Maastricht University as well as at CES. The courses have been pre-selected by CES from all courses offered to exchange students at Maastricht University, based on their relevance, average grade, passing rates and previous student experience.

So... how do you know which course is taught at which department?

In the course overview on our website, you can tell by the **course code** at which department a course is taught. The **period** refers to the semester (Fall=1,2; Spring=4,5).

The screenshot shows a navigation menu with 'Education', 'Research', 'Life@UM', 'News & events', 'About UM', and 'Support'. A sidebar on the left lists 'Other courses', 'Business & Economics in Europe', 'Tuition fees', and 'Courses & curriculum'. The main content area is titled 'Maastricht University' and shows a 'Major' section with a 'read less' link. Under 'Accounting GROUP', a list of courses is displayed with their codes and available periods (1-6). The course 'Accounting' with code 'EBC1014' is circled in red, and its available periods '1' and '2' are also circled in red. Other courses include 'Public Finance', 'Design of Tax Systems', 'Accounting II', 'Banking', 'International Financial Accounting', 'Internal Control and Accounting Information Systems', 'Auditing', 'Management Accounting', and 'Accounting and Accountability'. The 'Business GROUP' section is partially visible below.

Course Name	Code	Periods	ECTS
Accounting	EBC1014	1, 2	6.5
Public Finance	EBC2127	1, 2, 3, 4, 5, 6	6.5
Design of Tax Systems	EBC2017	1, 2, 3, 4, 5, 6	6.5
Accounting II	EBC2002	1, 2, 3, 4, 5, 6	6.5
Banking	EBC2019	1, 2, 3, 4, 5, 6	6.5
International Financial Accounting	EBC2056	1, 2, 3, 4, 5, 6	6.5
Internal Control and Accounting Information Systems	EBC2057	1, 2, 3, 4, 5, 6	6.5
Auditing	EBC2058	1, 2, 3, 4, 5, 6	6.5
Management Accounting	EBC2059	1, 2, 3, 4, 5, 6	6.5
Accounting and Accountability	SSC2022	1, 2, 3, 4, 5, 6	5.0

Overview of CES core courses in Fall 2017

CES students are required to choose at least one CES class related to their programme in Maastricht, the so-called **Core Course**. These courses are also open to students from other programmes, then they count as Elective.

Period 1

- ✓ BUS2002 Leadership and Management in a Global World
- ✓ EUH2002 European Public Health in a Globalising World: introducing policy, research and practice
- ✓ LIT2005 Going Dutch: literary reflections of the Low Countries in the 19th and 20th century
- ✓ POL3002 Law and Politics: Current Topics in the European Union
- ✓ POS2001 Positive Psychology

Period 2

- ✓ ART2002 Dutch Art History

- ✓ BUS3001 Economics of European Integration: Challenges, policies and practices in the European Business Environment
- ✓ LIT2002 Roaring Twenties, Nazi Terrors and the Cold War: European experiences reflected in Literature
- ✓ PHI2002 Medical Ethics: Moral health dilemmas from a European and Comparative Perspective
- ✓ POL3009 Europe in crisis: *Quo vadis Europa?*

What is each Faculty or School like?

Maastricht University has two main locations: one in downtown Maastricht (inner city campus) and one at biking distance across the river (Randwyck Health campus). In the overview below you can find a short characterization of each department or school. Keep in mind that each Faculty or School has its own set of rules and deadlines.

Inner city campus

[Center for European Studies \(CES\)](#)

- Course code: ART, BUS, ECO, EUH, HIS, ICC, LIT, MST, PHI, POL, POS, STU
- Credits per class: 6.0–9.0 ECTS

CES classes typically include a field trip and bring in local expertise to illustrate the regional and European context. Classes are offered mainly to CES students only, so you will usually be in class with other non-EU students (often students from the US). Most classes take place twice a week on Tue, Wed or Thu. Classes are worth 6.0 ECTS credits but can be expanded to 9.0 ECTS by writing an extra paper (Independent Study Project or ISP). CES classes are easy to combine with classes at most other Faculties, Schools or Departments (except UCM).

[Data Science and Knowledge Engineering \(DKE\)](#)

- Course code: KEN
- Credits per class: 4.0 ECTS

DKE classes are heavily math, AI and computer science oriented (with an emphasis on software, programming, algorithms and logic). DKE students typically take 3 classes of 4.0 ECTS each at the same time and the instructional format is project-oriented, instead of classic PBL.

[Faculty of Arts and Social Sciences \(FASoS\)](#)

- Course code: ACU, EUS, MCD, MES, MGD, MIN
- Credits per class: 5.0–12.0 ECTS

FASoS classes can be divided into European Studies classes (EUS classes), which examine all aspects of the European Union (political, IR, sociological, etc.) and in Arts and Culture classes (ACU classes), which have a sociology/history/culture/philosophy angle. MCD, MES, MGD and MIN classes are only offered in the fall semester – they belong to one of the four minors and should ideally be taken in chronological order. FASoS classes are usually worth 9-12 ECTS credits.

[University College Maastricht \(UCM\)](#)

- Course code: COR, HUM, SSC, SCI, SKI (skills)
- Credits per class: 5.0 ECTS (2.5 ECTS for skills)

UCM is Maastricht University's honors liberal arts college and home to a body of highly motivated students. UCM classes are taught by professors from different disciplines, faculties and schools, so it is possible to take a variety of classes (for example health, psychology, literature, economics, sociology, history and art). Classes are typically worth 5.0 ECTS credits, but the workload is demanding. The minimum GPA requirement for UCM is 3.3 (at all other departments it's 3.0). The UCM registration deadline is the earliest so all students who want to take classes at UCM should talk to their CES advisor as soon as possible.

[Faculty of Law \(FoL\)](#)

- Course code: CRI, IER, LAW, MET, PRI, PUB
- Credits per class: 6.0–12.0 ECTS

Law classes at the Faculty of Law are bachelor law classes. The classes on offer have been pre-selected for CES students who might not have a strong background in law/legal studies. That said, it is important to realize that these classes are demanding and require students to study law texts in detail. Classes typically meet once or twice a week, but require extensive self-study. Classes are typically worth 6.0 ECTS credits.

[Maastricht Science Programme \(MSP\)](#)

- Course code: BIO, CHE, MAT PHY, NEU, INT
- Credits per class: 5.0 ECTS

The MSP is a Liberal Arts & Science honors college, set up along similar lines as UCM. The focus however, lies on 5 disciplines: biology, chemistry, math, physics, neuroscience and interdisciplinary courses. Courses are either taught in the PBL style or in Research-based learning (RBL).

[School of Business and Economics \(SBE\)](#)

- Course code: EBC
- Credits per class: 6.5 ECTS

SBE has a huge course offer and classes range from accounting to international business and from economics to marketing. SBE has a so-called Triple Crown accreditation, a distinction awarded to less than 1% of the Business schools in the world. Classes use student facilitations or classic PBL (depending on the class). Classes are worth 6.5 ECTS credits. For more information regarding SBE classes (including general timeslots and evaluations) please visit this [website](#).

[University Language Centre](#)

In order to meet overseas requirements or to get to the necessary number of credits required by your home university or college, you might need to take an additional language course at the University Language Center. Most students select Dutch, because it is required by their home university. You have several options: 1.5 credits or 3.0 credit classes that can be taken per block or for the entire semester.

Randwyck Health Campus

[Faculty of Health, Medicine and Life Sciences \(FHML\)](#)

- Course code: BGZ, BMW, BMZ, EPH, GGZ, GZW, ITM, PGZ
- Credits per class: 9.0-12.0 ECTS

Classes at FHML often include skills trainings ('practicals'), so they typically have more contact hours than the Inner-city classes. That is why it might be hard to combine them with classes not taught at FHML. They can be divided into European Public Health classes (EPH), classes offered at the International Track in Medicine (ITM – a bachelor MD degree), and other courses offered at the Health faculty. All the courses form part of an academic track; you can always take the first course of a track, if you are eligible. However, you can only take the second course of a track (i.e. in block 2) if you also take the preceding course within the same track (in block 1). Please contact your coordinator for more information.

[Faculty of Psychology and Neuroscience \(FPN\)](#)

- Course code: IPN/PSY
- Credits per class: 5.0-6.0 ECTS

FPN classes also often include skills trainings ('practicals') for which attendance is mandatory. Students taking classes at FPN are required to participate in the FPN orientation programme, which included an extensive PBL preparation. Classes at FPN have an alternating schedule, meeting twice a week (Mon, Fri) in week one, and meeting once a week (Wed) in week two etc with practical sessions sometimes in between. This means that combining FPN classes with classes taught at other departments can be tricky scheduling-wise, so we often recommend a CES class.

Course advising at CES

Selecting the right courses that fit into your degree programme and meet your credit requirements as well as your personal interests is an important part of your preparation to study abroad with CES. Your CES programme coordinator functions as your academic advisor abroad and will assist you in this

process by assessing your eligibility, providing you with more information on schedules and workload and by sending you course syllabi ('block books') upon request.

The academic advising process will take place mainly via Skype and email. **Skype: cesmaastricht**
In order to prepare for your Skype session, we recommend that you:

- ✓ make sure you have an overview of the courses you selected in front of you
- ✓ write down a list of questions you might have

For the course selection process to go smoothly and to make sure that you are signed up for the courses of your choice in time for each Maastricht University's departmental registration deadline, we ask you to:

- please ensure that we have a list of the courses you are currently taking if not already listed on the transcript that we have received
- please provide any additional information on your reasons for choosing certain courses as this will enable us to help you find the best possible academic match for you at Maastricht University
- please answer emails as soon as possible in order to meet the necessary registration requirements

Your CES course advisor will give you more information on (frame) **schedules** as soon as they become available and will also send you **course manuals** to make sure the courses are suited.

Please note that detailed course schedules are only published 1-2 weeks before the start of classes. Please do not make any travel plans until your CES coordinator confirms your final class schedule.

Once you have selected courses with your CES advisor...

You need to talk to your academic advisor back home to make sure that you actually get credit for the classes you signed up for. We require all students to fill out a CES course approval form. If you make any changes later on, we will ask you to have a new version signed and approved. Keep in mind that any changes after the registration deadline are difficult and sometimes impossible to make. They are therefore considered on a case-by-case basis and for academic reasons only.

So.... Ready to go?

Talk to you soon!

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