

Manual Course Registration

After applying, you will have to await our decision. Once your status has changed to 'Approved', you will be able to register for courses.

Deadlines

Maastricht University School of Business and Economics offers education during 6 periods. Each period has its own deadline for course registration:

Deadlines Registration for education 2018-2019

Registration for education (and therefore automatically for the first-chance exam)

Education period	Course registration possible as from	Registration period ends at Midnight Dutch time (changes after this date are not possible)
Education period 1	1 June 2018	15 July 2018
Education period 2	1 June 2018	16 September 2018
Education period 3	1 June 2018	11 November 2018
Education period 4	1 June 2018	2 December 2018
Education period 5	1 June 2018	24 February 2019
Education period 6	1 June 2018	21 April 2019

Please Note: the deadlines are very strict. Once the deadline has passed, you will no longer be able to access the period in question via the course registration tool.

If you intend to use the courses you take here for your bachelor's/master's programme at your home university, make sure that you get approval from your home university well in advance of the deadline. You can use our course descriptions to provide information about the course content. Up until the deadline, you can add/drop/change courses as you please.

Preparation: what courses do you want to follow?

To check the available courses, please go to the [online course descriptions](#). Under 'Non Degree' courses, you can find the courses that are open for Contract/Bijvak students.

Maastricht University
Course Descriptions Application

Courses 2018-2019

[Year Down](#)

What do you want to Search

Bachelor	Courses	FrameSchedule
Master	Courses	FrameSchedule
Exchange	Courses	FrameSchedule
NonDegree	Courses	FrameSchedule

Code:

Please Note: we do not offer academic advice. For feedback on your personal course selection, you should contact the academic advisors at your home university.

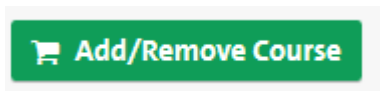
Registration for courses

Important to know:

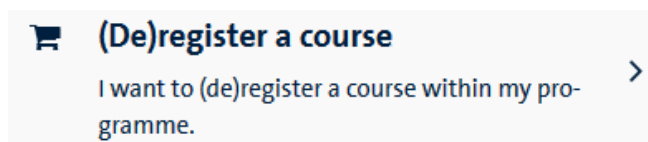
- When you register for a course, you are automatically registered for the first sit test/exam for that course.
- To book a course, you need to be a student or a (conditionally) approved applicant at Maastricht University.
- You can only book courses during certain time frame (see deadlines)
- Some courses have *prerequisites* (e.g. you should have passed module X before you can book module Y).

Registration Steps:

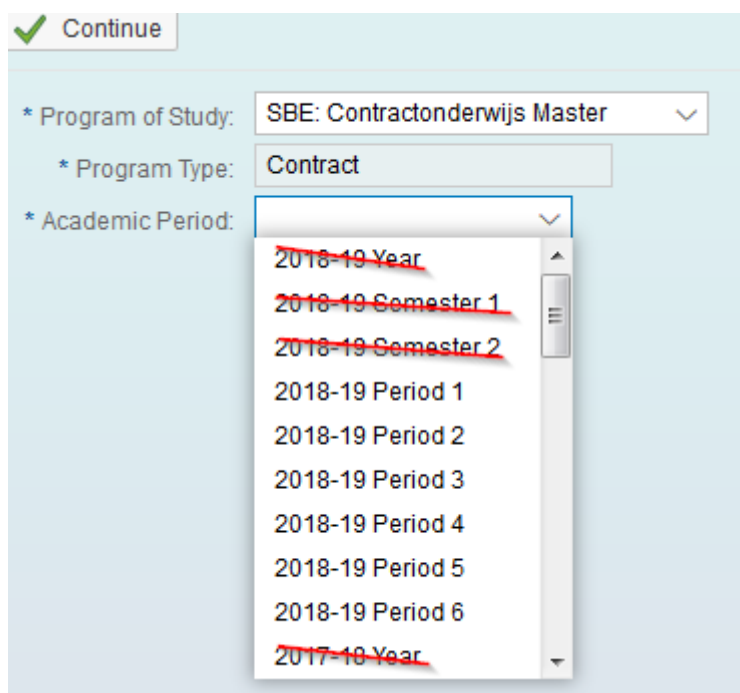
1. Go to the [UM Student Portal](#) and log on using your student number and your password
2. In the 'My Courses' section, please select 'Add/remove Courses'



3. Click option: (De) register a course



4. Make sure you select the correct programme and period. (Do not select the year/semester option; it only shows courses that last an entire year/semester).



The screenshot shows a web form with a 'Continue' button at the top left. Below it are three fields: '* Program of Study:' with a dropdown menu showing 'SBE: Contractonderwijs Master', '* Program Type:' with a dropdown menu showing 'Contract', and '* Academic Period:' with a dropdown menu. The dropdown menu for 'Academic Period' is open, showing a list of options: ~~2018-19 Year~~, ~~2018-19 Semester 1~~, ~~2018-19 Semester 2~~, 2018-19 Period 1, 2018-19 Period 2, 2018-19 Period 3, 2018-19 Period 4, 2018-19 Period 5, 2018-19 Period 6, and ~~2017-18 Year~~. The 'Year' and 'Semester' options are crossed out with red lines.

There is an instruction in this section or you can watch this [video](#).

If you encounter problems during this procedure, please contact us via contractstudent-sbe@maastrichtuniversity.nl.

Payment

The fee for attending a course on a contract basis is €725 and €425 for a skills training. SBE alumni (former regular full-time students) receive a reduction of €60 for courses and €30 for skills trainings. Fees must be paid no later than two weeks before the first session. You will receive an invoice after the course registration deadline for the registered courses. You will be invoiced per period.

Please note: if we do not receive payment before the date stated on your invoice, you may be de-registered from courses, and prohibited from participating in education at SBE.

Fees are subject to change and are not applicable for Maastricht University subsidiary students, SBE PhD students and Bachelor or Master Students registered at other Dutch universities.

Course details

When you register for a course, it will become visible in the Student Portal under 'My Courses'. Here you can find the 'Course Details' section when it is made available by the course coordinator. This is where course coordinators post important course information and resources.

Exams

Students are automatically registered for the first exam of the courses they register for via the Student Portal.

The requirements for the examination are described in detail in the course manual.

Please Note: the method of examination indicated in 'Course Details' may not match that described in the course descriptions. Where these discrepancies occur, the information provided in 'Courses Details' is final.

The individual results are available 15 working days after the examination via the Student Portal > My Results.

Please note that the Examination Rules, as determined by the Board of Examiners at Maastricht University, have to be obeyed. More information can be found via the Student Portal > My Links > MySBE > Regulations, Rights and Duties.

If you have an exam registration, but not attend the examination, you will receive a “NG” (= No Grade) as final result.

If you do not want to take an exam in the first sit, please de-register from the exam via the Student Portal > My Courses. You can do this during a designated week in the relevant period (usually week 4). The exam periods and (de-)registration periods can be found via the Student Portal > My Links > My SBE > My Study > Academic Calendar.

Resits

If you fail a course, you will always get the opportunity to do a resit.

If you obtain an insufficient grade as final result for a course, you will be registered by the Education and Exams office. If the final result is a “NG” (No Grade), you will have to register yourself for the resit. This is only possible during a specific week (usually week 4 of the education) via the Student Portal > My courses > Failed courses > more actions. You can find the exam (de-)registration periods via Student Portal > My Links > MySBE > My Study > Academic Calendar.

Without a valid exam registration, it is not possible to take part in the examination.

Exam Schedule

The exam schedule (first sits) is available approximately two weeks before the education of the relevant course period starts. The exams will appear in your timetable. An over-all exam schedule will be published on Student Portal > My Links > MySBE Intranet > Exams > Examination schedule and locations.

The resit schedule can only be processed after the exam registration deadline – and is available approximately 3 weeks before the resit period starts.

Please check the Academic Calendar for the dates of the exam periods (Available via MySBE) and the (de-)registration periods.