



Maastricht University – School of Business and Economics
Maastricht, The Netherlands

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2017



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Welcome

Congratulations on choosing to enhance your Wisconsin Experience by studying abroad through the Wisconsin School of Business! This program handbook is provided to you as a resource and reference as you are preparing to go abroad. You will also receive information from your host university. Be sure to thoroughly read and understand information sent to you by the host university, as the information provided in this handbook is subject to change.

Key Websites

International Programs Maastricht Program Website:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=570

Maastricht University SBE Exchange Program Website:

www.maastrichtuniversity.nl/web/Faculties/SBE/TargetGroup/Education/exchangeprog.htm

Maastricht University SBE Housing Website:

www.maastrichtuniversity.nl/web/Faculties/SBE/TargetGroup/Education/exchangeprog/Housing.htm

Program Contacts

Wisconsin BBA International Programs

3290 Grainger Hall
975 University Avenue
Madison, WI 53706

Contact: Sarah Melin, Assistant Director of International Programs

sarah.melin@wisc.edu

Phone: +1 608-890-2035

Host Institution Contact information

Maastricht University School of Business and Economics
International Relations Office

Email: iro-incoming-sbe@maastrichtuniversity.nl

Phone: +31 43 388 37 06

Postal Address: P.O. Box 616
6200 MD Maastricht
The Netherlands

Visiting Address: Tongersestraat 53
room G2.25
6211 LM Maastricht
The Netherlands

Please review the partner's website carefully. If you have detailed questions that the website does not answer, you may contact Maastricht University directly.

Program Dates

View more detailed information on [Maastricht University SBE Academic Calendar](#) webpage.

Spring 2017 semester

Orientation: January 30th- February 1st, 2017

Spring semester period including exams: February 6, 2017 – July 7 2017

Detailed spring 2017 semester dates have not yet been released by Maastricht. More information will be provided as it becomes available.

You will take courses during "Period 4" and "Period 5." There is an optional "Skills Period 6" that most students do not take because it runs late into the summer. If you are interested in pursuing the "Skills Period 6" please consult with your study abroad advisor.

You will received more detailed arrival information from Maastricht University, but you will need to make sure to arrive for the compulsory introduction days. You should not plan to leave until the conclusion of "Exams Period 5."

The "Re-sits periods" are for students to re-take exams if they failed.

Application Process

The following information is provided to you as a guide and reference. As partner processes and procedures may change, always be sure to carefully review the information they will provide you.

Because you have been nominated by UW-Madison for the study abroad program, you should be accepted at Maastricht University as long as your GPA of at least 3.0 is maintained through your departure. However, you must submit an application and supporting documents to Maastricht University in order to complete your enrollment. You are responsible for submitting forms and supporting materials to Maastricht University on time. Be sure to retain a copy for your files.

Application Deadlines

Spring 2017 online application deadline: 15 October 2016

Students will need to submit an online application to Maastricht University as outlined [Maastricht University's How to Apply](#) webpage.

Note: In addition to application deadlines, there are very strict course registration deadlines outlined in the Academics section of this handbook.

Application Procedure

In most cases, spring exchange students will begin applying to the host institution in the fall. The host institution system is not set up to accept a spring application until that time.

The application instructions are found on [Maastricht University's How to Apply](#) webpage. Please note that in order to apply for exchange at SBE, you first need to [register at Maastricht University](#). 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. Please note that your user ID and Password will be blocked if you do not complete the application form within 7 days after the registration.

You will need to complete the online application for Maastricht University. Generally, you will need to assemble the following documents for your application:

- Passport photos
- A scanned copy of the photo page of your passport
- A scanned copy of your official UW-Madison transcript

More details about the online application and registration will be provided to you as it becomes available.

Housing

Most exchange students stay at the Maastricht University Guesthouse, which provides single and double rooms for students. The buildings that make up the Guesthouse are located within walking or biking distance of other campus buildings. The Maastricht University Guesthouse is administered through Maastricht Housing, a housing provider for several universities in the city. Watch the [Introduction to Maastricht Housing video](#) for an overview of housing options and a brief presentation of the city.

Please be aware that Maastricht Housing cannot guarantee housing at the Maastricht University Guesthouse for all exchange students, since this is provided on a first-come, first-served basis. Maastricht University provides more information about housing, including links to other housing resources, on its [Accommodation in Maastricht](#) webpage.

Visa & Entry Requirements

The following visa guidelines are meant to help you as you determine what steps you need to take to enter your host country for an extended period of study. The following information can change, so be sure to visit [Travel.State.Gov](#) and carefully review guidelines of the host country's embassy or consulate for information concerning specific requirements. We do not always know when they make changes and this section serves only as an initial guide. While the International Programs office is willing to help with travel documents, it is the student's responsibility to obtain the appropriate immigration documents.

To enter Maastricht as an exchange student in The Netherlands, you will need:

- (1) A **passport** is necessary to enter a foreign country. Passport information and application forms for U.S. citizens can be found on the [U.S. State Department](#) website. Your passport should be valid at least six (6) months beyond the end date of your program. If your passport will expire before then, you should apply to renew your passport.
- (2) A **residence permit** is required of all U.S. citizens before arrival.

Please see Maastricht University's [Visa and Residence Permit](#) webpage for more details about this process and for a list of documents you will be required to assemble.

You may find other additional information with [The Netherlands Consulate General in Chicago](#).

Finances

As this is an exchange program, the Bursar's Office will send you a tuition bill as usual, based on your residency. You will pay the tuition bill in the same manner as though you were on campus. This payment will cover tuition only. You will be responsible for covering other expenses such as housing, travel, and meals.

All UW-Madison students must be covered under CISI health insurance. The cost of this insurance is included in your confirmation fee; International Programs will enroll you in the plan and you will gain access to your ID card and policy portal prior to your departure. If you are planning to travel before or after your program, you may be able to extend your coverage directly with CISI at a nominal cost.

Most financial aid and scholarships that you already have may be applied to your term abroad. There may be additional scholarship opportunities specifically for studying abroad. Review our [Scholarships and Financial Aid](#) website for more details.

Academics

Please note that it is crucial for you to review course descriptions and equivalencies very carefully before selecting courses because course registration deadlines are very strict. *Changes after registration periods are NOT possible.* If you do not select the correct courses before the relevant registration deadlines, you risk not being able to earn enough credits during their exchange. Please refer to the Course Registration Deadlines section for more detailed information.

Important information about the course database, selection, and registration can be found on [Maastricht University's Courses at the School of Business and Economics](#) website. The International Programs [Maastricht program page](#) shows all courses that have been equated previously and their University of Wisconsin-Madison equivalencies.

The Maastricht University SBE course database is divided in Bachelor/undergraduate and Master/graduate courses. Courses are further divided by period:

- The fall semester is composed of period 1, period 2, and skills period 3.
- The spring semester is composed of period 4, period 5, and skills period 6.

Periods 1-2 (fall) and Periods 4-5 (spring) are the regular course periods in which exchange students can take two courses per period.

Skills Period 3 (fall) and Skills Period 6 (spring) are optional. If you wish to do so, you can take one skills training per skills training period which counts for 4 ECTS (or 2 UW-Madison semester credits).

Because of the unique nature of this course registration process, it is recommended that you make an appointment with your study abroad advisor to discuss the process in greater detail.

Course Registration Deadlines

Changes after registration periods are NOT possible. Plan your academic coursework carefully prior to the registration periods.

| | Starts | Ends |
|------------------------|-------------|------------------|
| Period 4 | 1 June 2016 | 4 December 2016 |
| Period 5 | 1 June 2016 | 26 February 2016 |
| Skills Period 6 | 1 June 2016 | 23 April 2017 |

Problem-Based Learning

Academics at Maastricht University can be very challenging (and rewarding!). Courses at Maastricht University are offered to small class sizes, around 8-15 students, based on the "Problem-Based Learning" (PBL) system. Courses consist of bi-weekly tutorial group meetings where active participation is expected. Courses at Maastricht University are rigorous, and regular attendance is required.

This system can be challenging for exchange students. As such, you should be sure to learn more about this unique and active way of learning on the [Maastricht University SBE's exchange student](#) and website the [PBL Preparatory](#) website.

Grade and Credit Conversion Scale

International Programs has established grade and credit conversions. Review the tables below to see how the grades and credits you earn abroad will appear on your UW-Madison transcript.

| Dutch Grade | UW Grade |
|--------------|----------|
| 8.0-10.0 | A |
| 7.5-7.9 | AB |
| 6.9-7.4 | B |
| 6.4-6.8 | BC |
| 5.76-6.3 | C |
| 5.0-5.75 | D |
| 4.9 or below | F |

2 ECTS credits = 1 UW-Madison credit

Life Abroad

Returned Participant Network

Contact a UW-Madison student who has recently returned from studying abroad in Maastricht. Contact information can be found on the [Returned Participant Network](#).

Videos and Blogs

One great way to learn about Maastricht University SBE, the city, and the Netherlands in general is by watching videos that are featured on the [Watch and Learn](#) website. To read about what student life is like in Maastricht for exchange students, see their [Exchange Student Blogs](#).

Language and Language Course

Knowing the Dutch language is not a requirement of studying at Maastricht University, and language courses are not part of the SBE curriculum. However, for students who are interested, [Dutch language courses](#) are offered through the language center, including Basic Dutch, a practical course for beginners. Students who complete a Dutch language course will receive a proof-of-participation certificate.

Buddy Program

The MyBuddy SBE program pairs incoming exchange students with student volunteers from SBE. This program, which is organized and run by a student committee, organizes community events, including an international food night. Your buddy will help you make a smooth transition to life in Maastricht and is there to help you explore the city. For more information, please see the [MyBuddy SBE](#) website.