About Rotterdam School of Management, Erasmus University

Address
Rotterdam School of Management
Erasmus University
International Office, Room T5-26
Burgemeester Oudlaan 50
3062 PA Rotterdam, The Netherlands
Tel. : +31-10-4082099
Fax : +31-10-4089024

Accreditations, Rankings and Networks
RSM is one of a select group of schools with Triple Crown accreditation from EQUIS, AACSB, and the Association of MBA's.

In the 2008 Financial Times business school ranking, RSM was ranked amongst top 10 schools in Europe. The school's MBA programmes consistently appear in the European top 15. The research institute ERIM is firmly placed amongst the top 5 research institutes in Europe.
RSM is a member of the Community of European Management Schools (CEMS), and of the Partnership in International Management (PIM).

Other programmes
At RSM we also welcome students in our other international programmes:

Bachelor Exchange Programme: http://www.rsm.nl/home/International/
MBA Exchange Programme: http://www.rsm.nl/home/International/
MSC International Management – CEMS: http://www.rsm.nl/home/master/im/
Double Master's Degree in Management Programme: http://www.rsm.nl/home/international/

International Office
The International Office is the first meeting point for international exchange students. Students are always welcome for any information and assistance.

from the right to the left:
Marinelle Rozendaal, Ellen Vermeulen, Linda de Vries, Karin Klapwijk, Ligaya Kasmo, Ellen van Oeffelen, Eva Lejeune
Rotterdam School of Management, Erasmus University
Factsheet Bachelor Exchange Programme 2010-2011

Staff members: 2 buildings, one team

The international office operates at 2 locations, whereas the Bachelor and Master exchanges are organized in the T-building, the MBA exchange activities take place in the J-building.

Linda de Vries, lvries@rsm.nl
Head International Office
(Partner agreements & Master exchange outgoing)

Ligaya Kasmo-Borgonje, lkasmo@rsm.nl
Programme Manager Bachelor Exchange
(Incoming and outgoing students)

Marinelle Rozendaal, mrozendaal@rsm.nl
Programme Manager Master Exchange
(Incoming students)

Karin Klapwijk, kklapwijk@rsm.nl
Programme Assistant
(Master exchange, outgoing students)

Ellen Vermeulen, vermeulen@rsm.nl
Programme Assistant
(all (CEMS) exchange programmes)

Ellen van Oeuffen, eoefelen@rsm.nl
Secretary International Office

MBA Exchange Office, J-building
Eva Lejeune, eljeune@rsm.nl
Programme Manager International Full-time MBA

Application Bachelor Exchange Programme

Nomination Deadlines
May 1: Autumn term
October 1: Spring term
Upon nomination students will receive a Welcome E-mail including information and documents relevant for their exchange term at RSM.

Admission Requirements
- Students should be nominated through our partner schools.
- Students’ status: BSc 3rd year.
- Proficiency in English (for non-natives only). Students whose entire study programmes are taught in English are exempted. TOEFL score 577 (PBT), 233 (CBT) or 90-91 (iBT), IELTS score 6.5, level B2.1 (Common European Framework) or written proof of comparable level.

Required documents directly after nomination by host university
- Exchange application form.
- Copy/scan of recent academic transcript.
- Proof of proficiency in English (only for non-natives).
- 2 passport sized photos
- Copy/scan of personal details page of passport

Deadlines for submitting these documents to the International Office:
May 16: Autumn term
October 16: Spring term
Upon approval of the application, the International Office sends out the official Letter of Acceptance including forms for accommodation, courses and student ID.

Required documents after admission by RSM
- Application Form for Student ID Card
- Course Registration form.

Additional for students who need a visa
This information is subject to change; always check www.ind.nl/EN/verblijfwijzer.
- Financial Statement of € 850.00 net per month.
- Legalized copy of birth certificate in the original language and translated in English.
- Copy of valid passport including your personal details page.
- Proof of health insurance.
Academic Calendar 2010-2011

RSM runs its’ courses trimester based. Incoming exchange students are welcome for 1, 2 or 3 trimesters.

Trimester 1: end of August or first week of September – end of December
Trimester 2: beginning of January – mid March
Trimester 3: end of March – mid June

The mandatory introduction programme for trimester 1 always takes place during the week prior to the start of classes. For trimester 2 and/or 3 it will take place in the first week of classes.

Courses

Bachelor exchange students can choose courses from the 3-year Bachelor of Science in International Business Administration (BScIBA), see also www.eur.nl/iba. Please note that not all courses are accessible to exchange students.

Minors

In trimester 1, exchange students can also participate in one minor, which runs for 10 weeks and has a workload of 15 ECTS. The minors offered at RSM can be found at:
http://www.eur.nl/english/minor/minors/minors_per_faculty/rotterdam_school_of_management_erasmus_university/

Course Registration

You will receive your Course Registration Form from the programme manager, and will need to return this by email by the stated deadlines. Some courses will have limited access.

Learning expectations

Language of instruction: All courses are taught in English

Course workload & Examinations

The fulltime workload is 20 ECTS per trimester, which equals 560 student working hours. The minimum (non-negotiable) workload for bachelor exchange students is 15 ECTS, the maximum is 30 ECTS.

Exams are scheduled at the end of each course. The assessment of the performance of students varies: written or take-home exams, progress reports, in-class presentations, group performance and essays.

Re-examinations of all trimesters are scheduled during the summer of 2011. Exchange students are always welcome to take them at RSM but like the regular exams only in accordance with the fixed schedule.

Class Format & Profile

There is a truly international and multicultural atmosphere in the International Business Administration classrooms. Students come from all over the world and represent over 80 nationalities. Students have ample opportunity to mix with international students and staff. Students learn to look at business problems from different angles and do research thoroughly and systematically.

Grading

In the Dutch grading system, grades from 1 up to 10 are used, with 1 being the worst and 10 being the best. In general, grades with one decimal are issued; the lowest passing grade is a 5.5. When rounding off these grades, grades with a 0.4 or lower will be rounded down, and grades with a 0.5 will be rounded up. Students in our exchange programmes receive their transcripts reflecting grades with one decimal.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Anglo-Saxon Equivalent</th>
<th>ECTS grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Excellent</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>9</td>
<td>Very good</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>8</td>
<td>Good</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>7</td>
<td>More than sufficient</td>
<td>B-C</td>
<td>D</td>
</tr>
<tr>
<td>6</td>
<td>Sufficient</td>
<td>C-D</td>
<td>E</td>
</tr>
<tr>
<td>5</td>
<td>Insufficient</td>
<td>D-F</td>
<td>FX</td>
</tr>
</tbody>
</table>

In Trimester 1, exchange students can also participate in one minor, which runs for 10 weeks and has a workload of 15 ECTS.

In Trimester 2: beginning of January – mid March

In Trimester 3: end of March – mid June
Introduction Programme & Buddy System

At the beginning and throughout our exchange programmes, the International Office organizes an introduction programme including workshops, an international cabaret and dinners. Throughout the whole programme social drinks, excursions and parties are organized. The International Office works with a buddy system. These buddies are responsible for a well organized arrival of exchange students and make sure they get acquainted with the university, the city of Rotterdam and all practical matters in a short time.

ESN-Rotterdam (Erasmus Student Network) covers lots of activities, events and city trips for all international students studying at Erasmus University. Prior to arrival all international students are introduced to ESN by e-mail and invited to join ESN's activities which are posted on their activity calendar. [www.esn-rotterdam.nl](http://www.esn-rotterdam.nl)

Accommodation

Accommodation can be pre-arranged with the “Stadswonen” housing agency. This agency provides rooms and apartments in Rotterdam. Most rooms are between €500 and €600 per month depending on location, size, type and facilities. All apartments are fully furnished and located in and near Rotterdam or the university. Stadswonen uses an on-line booking system, see [www.shortstay.nl](http://www.shortstay.nl). Due to the high demand in the short stay segment, especially in Autumn, we strongly advise our incoming students to visit the website: [www.housing.eur.nl](http://www.housing.eur.nl) and continue with choosing “housing anywhere”. Through this website incoming exchange students can rent a (furnished) room from outgoing exchange students.

Language Courses

The university's Language and Training Centre organizes language courses in English, Spanish, German, French, Italian, Dutch, Japanese, Russian and Chinese. Two weeks prior to the start of the exchange programme an Intensive Dutch Course is organized. [www.eur.nl/ltc](http://www.eur.nl/ltc)

Exchange students, who take part in the Intensive Dutch Course in August or January (daytime, 3 weeks), and students who take part in two subsequent language courses of the same language, can receive 5 ECTS credits for these courses.

Visa & residence permit and 50% reimbursement

Visa / Residence permit
The International Office of RSM assists students who need a visa to enter the Netherlands. Students are informed about the procedures individually and only need to submit the right documents to the office, which will start up the accelerated application process on your behalf. Students can pick up their visa at the Dutch embassy or consulate in their home countries.

**Good NEWS! (Applicable to academic year 2010-'11)**
The International Office refunds €215 to visa/and/or residence permit applicants!

Costs of Living

Below is a rough estimate of the total expenses when participating in the exchange programme for a period of 4 months. Please keep in mind that personal spending patterns vary, and so does this indication.

<table>
<thead>
<tr>
<th>Item</th>
<th>Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee</td>
<td>€433</td>
</tr>
<tr>
<td>Visa and/or Residence Permit *</td>
<td>€2,000</td>
</tr>
<tr>
<td>Accommodation</td>
<td>€140</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>€200</td>
</tr>
<tr>
<td>Books and Readers</td>
<td>€600</td>
</tr>
<tr>
<td>Food and Drinks</td>
<td>€600</td>
</tr>
<tr>
<td>Pocket Money</td>
<td>€40</td>
</tr>
<tr>
<td>University sports card</td>
<td>€400</td>
</tr>
<tr>
<td>Travelling (public transport/holiday/sightseeing)</td>
<td>€4,413</td>
</tr>
</tbody>
</table>

Partner Schools

When studying in Rotterdam as an exchange student, your fellow students will cover over 40 nationalities coming from our network of more than 100 leading business school all over the world.

[Partner Schools - Bachelor Exchange Programme - RSM for your Exchange - RSM International - RSM](http://www.rsm.nl)