About Rotterdam School of Management, Erasmus University

Address

Bachelor Exchange Programme
Rotterdam School of Management
Erasmus University
International Office, Room T5-24, 26, 30
Burgemeester Oudlaan 50,
3062 PA Rotterdam, The Netherlands
Tel. +31-10-4082099 / Fax: +31-10-4089024
E-mail: introffice@rsm.nl
Website: http://www.rsm.nl/rsm-incoming/bachelor-exchange/

Accreditations, Ranking 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 2010 meta-ranking, the Financial Times placed RSM amongst the top 10 schools in Europe. RSM’s MBA programme appears in the European top 15. RSM is a member of the Community of European Management Schools (CEMS), and of the Partnership in International Management (PIM).

Other international (exchange) programmes at RSM

At RSM we also welcome students in our other international programmes:
Master Exchange Programme: http://www.rsm.nl/rsm-incoming/master-exchange/
MBA Exchange Programme: http://www.rsm.nl/rsm-incoming/mba-exchange/
MSc IM-CEMS: http://www.rsm.nl/master/msc-international-management-cems

International Office: two buildings, one team

The International Office is the first meeting point for international exchange students. Students are always welcome for any information and assistance. The International Office operates at 2 locations; the Bachelor and Master exchanges are facilitated in the T-building, whereas the MBA exchange activities take place in the J-building.

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

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

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

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

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

Ellen van Oeffelen, eoeffelen@rsm.nl
Secretary International Office

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

Staff at International Office: from left to right:
Eva Lejeune, Ellen van Oeffelen, Ligaya Kasmo,
Karin Klapwijk, Linda de Vries, Ellen Vermeulen, Marinelle Rozendaal
Application Bachelor Exchange Programme

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 scores: 575+ (paper), 233+ (computer) or 90+ (internet); IELTS score 6.5; level B2.2 (Common European Framework) or written proof of comparable level.

Nomination deadlines

| Autumn term: | May 1          |
| Spring term: | October 1      |

Upon nomination, students will receive a Welcome E-mail including application procedures and relevant exchange information including visa application factsheet (for those applicable).

Nomination deadline: (students') Application deadline:

| Autumn term: | May 1          | May 15          |
| Spring term: | October 1      | October 15      |

Required documents:

- Completed Bachelor Exchange application form (to be downloaded and/or to be sent by e-mail).
- Copy/scan of recent academic transcript.
- Proof of proficiency in English (only for non-natives).
- Completed Student ID card application form including copy of passport and 1 passport sized photo.
- Course Registration form
- Checklist for entry visa and/or residence permit.

Additional documents for students who need an entry visa (TEV) and/or Residence Permit (REF):

- Completed TEV and/or REF forms.
- Original financial statement showing a minimum of € 850.00 net per month.
- Copy of valid passport including your personal details page.

Visa information is subject to change. Please always check:

- www.ind.nl/EN/verblijfwijzer
- www.nuffic.nl/international-students/how-to-prepare/visas-and-permits/student-visa-wizard

Academic Calendar 2012-2013

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

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

As part of the introduction, the Bachelor Exchange programme organizes Integration Programmes one week prior to Trimester 1 and in the 1st week of Trimester 2. For all students participating in one of these trimesters, this introduction programme is compulsory, therefore late arrivals of students are not allowed.

Teambuilding workshop during Integration Trip
Courses

Courses
Bachelor exchange students can choose courses from Bachelor of Science in International Business Administration (BScIBA). see also http://www.rsm.nl/international-exchange-programmes/rsm-incoming/bachelor-exchange-programme/programme-overview/courses/

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
Upon approval of the application, the Programme Manager sends out the Course Registration Form by e-mail. Some courses have limited capacity; therefore students need to return this form not later than the given deadlines.
Course registration forms (per trimester) can be found on our website as well: http://www.rsm.nl/international-exchange-programmes/rsm-incoming/bachelor-exchange-programme/programme-overview/courses/

Learning expectations

Language of Instruction: All courses are taught in English

Course workload & Examinations
The full-time workload is 20 ECTS per trimester, which equals 560 student working hours. The minimum (non-negotiable) workload for Bachelor exchange students is 15 ECTS and the maximum is 30 ECTS, per trimester. 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-sit of examinations for all trimesters are scheduled during the summer of 2012. It is not possible to take the scheduled (re-)examinations earlier or later at RSM. Neither is it an option to do (re-)examinations at the home university.
Only in very exceptional cases an exchange student can do the (re-)examination at his/her home university, however:
- there should be provable reasons why the student cannot do the (re-)examination in Rotterdam
- only written requests, submitted well in time to the programme manager of the bachelor exchange, will be dealt with
- the (re-)examination should be taken at exactly the same day and time as scheduled in Rotterdam;
- the home university should be willing and able to coordinate and supervise the (re-)examination.
  (An internship or an early booked ticket does not count as exception)

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. 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>Frequency:</th>
<th>Anglo-Saxon Equivalent</th>
<th>ECTS grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Excellent</td>
<td>0.2 %</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>9</td>
<td>Very good</td>
<td>3.4 %</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>8</td>
<td>Good</td>
<td>16%</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>7</td>
<td>More than sufficient</td>
<td>31.8 %</td>
<td>B-C</td>
<td>D</td>
</tr>
<tr>
<td>6</td>
<td>Sufficient</td>
<td>34.4 %</td>
<td>C-D</td>
<td>E</td>
</tr>
<tr>
<td>5,5</td>
<td>Lowest passing grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Almost sufficient</td>
<td>11.9 %</td>
<td>D-F</td>
<td>FX</td>
</tr>
</tbody>
</table>
Buddy System & student life

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. At the beginning and throughout our exchange programmes, the International Office organizes an introduction programme including a field trip, workshops, an international cabaret and dinners. Throughout the whole exchange programme social drinks, cultural excursions and parties are organized. Moreover, when studying in Rotterdam as an exchange student, your fellow students will cover over 50 nationalities coming from our network of more than 100 leading business school all over the world.

If one would like to check how our current exchange students are doing, follow them on Facebook.

ESN-Rotterdam (Erasmus Student Network) covers lots of activities, events and city trips for all international students studying at Erasmus University. ESN is also responsible for the EUR pick-up service when students arrive, see also: http://esn-rotterdam.nl/event/eur-pick-service. Prior to and upon 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

Accommodation

Accommodation can be pre-arranged with the “Vestia Rotterdam 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. 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, on this website you will find all information about housing facilities.

Language Courses

The university’s Language and Training Centre organizes language courses in English, Spanish, German, French, Italian, Dutch Japanese, Russian and Chinese. Three weeks prior to the start of the exchange programme an Intensive Dutch Course is organized, for more information see: www.eur.nl/ltc.

Entry Visa & Residence Permit

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

Costs of Living

Below is a rough estimation 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>Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee</td>
<td>Exempted</td>
</tr>
<tr>
<td>Visa and/or Residence Permit *</td>
<td>€ 0 - € 600</td>
</tr>
<tr>
<td>Living expenses</td>
<td>± € 4,000</td>
</tr>
<tr>
<td>Health Insurance (= required!)</td>
<td>€ 160</td>
</tr>
<tr>
<td>Books and Readers</td>
<td>€ 250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>± € 4410</td>
</tr>
</tbody>
</table>