

## 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

Phone: +31-(0)10-4082099

E-mail: [intoffice@rsm.nl](mailto:intoffice@rsm.nl)

Website: <http://www.rsm.nl/rsm-for-your-exchange/bachelor-exchange/>

### Accreditations, Ranking and Networks

RSM consistently achieves a competitive position in national and international rankings. In its 2012 meta-ranking, the *Financial Times* placed RSM on a ninth place amongst the top 10 schools in Europe. RSM's MBA programme appears in the European top 15. The School is one of a select group of schools with Triple Crown accreditation from EQUIS, AACSB, and the Association of MBA's. RSM is a member of CEMS, the global alliance in management education and PIM, the Partnership in International Management.



### 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-for-your-exchange/master-exchange/>

MBA Exchange Programme: <http://www.rsm.nl/rsm-for-your-exchange/mba-exchange/>

MSc IM –CEMS: <http://www.rsm.nl/master/msc-international-management-cems/>

Double Degree Programme: <http://www.rsm.nl/rsm-for-your-exchange/double-master-degree-in-management/>

### 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](mailto:Lvries@rsm.nl)

Head International Office

(Partner agreements & Master exchange outgoing)

**Marinelle Rozendaal**, [mrozendaal@rsm.nl](mailto:mrozendaal@rsm.nl)

Programme Manager Master Exchange

(Incoming students)

**Ligaya Kasmoo-Borgonje**, [Lkasmoo@rsm.nl](mailto:Lkasmoo@rsm.nl)

Programme Manager Bachelor Exchange

(Incoming and outgoing students)

**Karin Valentijn**, [kvalentijn@rsm.nl](mailto:kvalentijn@rsm.nl)

Programme Assistant Master Exchange

(Outgoing students)

**Ellen Vermeulen**, [vermeulen@rsm.nl](mailto:vermeulen@rsm.nl)

Programme Assistant Bachelor Exchange

(Incoming and outgoing students)

**Ellen van Oeffelen**, [eoeffelen@rsm.nl](mailto:eoeffelen@rsm.nl)

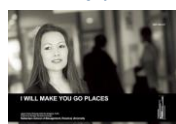
Administrative Assistant International Office

**MBA Exchange Office, J-building**

**Eva Lejeune**, [elejeune@rsm.nl](mailto:elejeune@rsm.nl)

Programme Manager International Full-time MBA

From left to right: Linda de Vries, Ligaya Kasmoo, Marinelle Rozendaal, Karin Valentijn, Ellen Vermeulen, Ellen van Oeffelen



I WILL SHOW YOU THE WORLD

I WILL MAKE YOU GO PLACES

I WILL MAKE YOU FEEL WELCOME

I WILL HELP YOU ON YOUR WAY TO EXPERIENCE THE BEST EXCHANGE

I WILL BE AT YOUR SERVICE



## Application Bachelor Exchange Programme

### Admission Requirements

- Students should be nominated through our partner schools.
- Students' status: BSc 3<sup>rd</sup> year.
- Proficiency in English (for non-natives only). Students whose entire study programmes are taught in English are exempted. TOEFL scores: 575+ (paper), or 90+ (internet); IELTS score 6.5; level B2.2 (Common European Framework) or written proof of comparable level.

### Nomination deadline:

Autumn term: May 1  
Spring term: October 1

### Students' Application deadline:

May 15  
October 15

*Upon nomination, students will receive a Welcome E-mail including application instructions and relevant exchange information including visa/residence permit checklist.*

### Required documents:

- 1 Application Form for Exchange at RSM
- 2 Application Form for Student ID card,
- 3 Copy of recent academic transcript,
- 4 Copy of personal details page of valid passport,
- 5 Proof of proficiency in English (only for non-natives),
- 6 Preliminary Course Registration Form
- 7 1 digital passport sized photo (jpeg)
- 8 VISA / Residence Permit checklist.

All items from 1 to 6 need to be sent in one batch by regular mail and items 7 and 8 need to be sent by email. The mailing addresses will be mentioned in the welcome email.

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

- Completed VISA/Residence Permit application forms. .
- Proof of sufficient solvency for the duration of your exchange (€ 900,- p.m.) which means that the total amount including the visa fee (€ 304,-) must be fully transferred to the RSM (for bank account details see TEV/REF fact sheets that will be sent accordingly). Upon arrival students will be reimbursed as soon as possible!
- Copy of valid passport including your personal details page.

### Visa information is subject to change. Please always check:

<http://www.nuffic.nl/en/entry-residence/visa-wizard>

## Academic Calendar 2014-2015

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

Students are expected to stay at RSM until they have completed their final exam.

In July all re-sits take place. It is up to the students whether they want to keep this option available and therefore stay longer in Rotterdam. It is not possible to arrange scheduled exams or re-sits at another date, time or place, neither to make special arrangements with teaching staff.

As part of the introduction, the Bachelor Exchange programme organizes an introduction programme one week prior to Trimester 1 and in the 1<sup>st</sup> 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.



## Courses

### Courses

Bachelor exchange students can choose courses from Bachelor of Science in International Business Administration (BScIBA), see also: <http://www.rsm.nl/rsm-for-your-exchange/bachelor-exchange/programme-overview/courses/>

Detailed course information and schedules are published on our SIN-Online channel at:

<http://rsm.sin-online.nl/studiegids/>

Click on "Show Search Form"

Limit your choice to Specialization/Program and select "BSc Incoming Exchange"

Limit your choice to period and select "trimester.1", "trimester.2" or "trimester.3"

Click on "OK" and the list of available courses appears.

When clicking on a course title, more detailed information is shown (e.g. structure, assessment, and class schedule).

### Minors

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

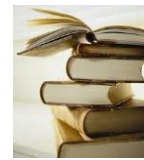
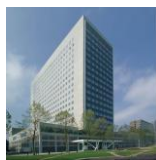
The minors offered at RSM can be found at:

<http://www.rsm.nl/bachelor/rsm-minors/>

### Course Registration

Our 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/rsm-for-your-exchange/bachelor-exchange/programme-overview/courses/>



## 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 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 July. 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 can not 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.



## 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 schools all over the world.



If one would like to check how our current exchange students are doing, follow RSM Exchange Students 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](http://www.esn-rotterdam.nl)

## Accommodation

All the information on housing in Rotterdam can be found on the EUR-website: [www.housing.eur.nl](http://www.housing.eur.nl). Accommodation can be pre-arranged with the "SSH" housing corporation. This corporation provides rooms and apartments on campus, near the university or in Rotterdam. Most rooms are between €500 and €600 per month depending on location, size, type and facilities. All apartments are fully furnished. SSH uses an on-line booking system, see [www.shortstay.nl/en/how-does-it-work/erasmus-university-rotterdam/reservation/](http://www.shortstay.nl/en/how-does-it-work/erasmus-university-rotterdam/reservation/).

Due to the high demand in the short stay segment, especially in autumn, we strongly advise our incoming students also to visit the website: [www.housinganywhere.com](http://www.housinganywhere.com). Through this website incoming exchange students can rent a (furnished) room from outgoing exchange students. Other useful websites for temporary accommodation are:

The Student Hotel: [www.thestudenthotel.com](http://www.thestudenthotel.com)

Stayokay hostel: ([www.stayokay.com/en/hostel/rotterdam](http://www.stayokay.com/en/hostel/rotterdam)) (for a few nights at a reasonable price).

**NEW!** Our renovated campus has been enriched with new accommodation for international students: **the U-building**, [www.eur.nl/english/campus\\_facilities/construction\\_campus/housing/](http://www.eur.nl/english/campus_facilities/construction_campus/housing/).

## 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 a **Crash Course Dutch** is organized, for more information see: <http://www.eur.nl/english/ltc/students/courses/dutch/>

## 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 complete documents to the International Office that will start up the accelerated application process on the students' behalf. When the visa is approved, the student can pick up the entry visa at the Dutch embassy or consulate in the home country or the country where the student is residing.

## 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.

Tuition fee	Exempted
Visa and/or Residence Permit *	€ 0 - € 304
Living expenses	± € 4.000
Health Insurance (= required!)	€ 160
Books and Readers	€ 250
<b>Total</b>	<b>± € 4.710</b>

