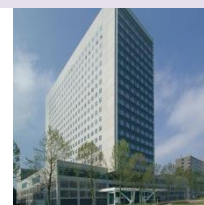


# ROTTERDAM SCHOOL OF MANAGEMENT ERASMUS UNIVERSITY

## FACTSHEET BACHELOR EXCHANGE PROGRAMME

### Bachelor Exchange Programme

Rotterdam School of Management, Erasmus University  
International Office, Mandeville Building, Rooms T5-24, 26, 30  
Postal address : Burgemeester Oudlaan 50, 3062 PA Rotterdam, the Netherlands  
Phone and email : +3110-4082099/1984 / [intoffice@rsm.nl](mailto:intoffice@rsm.nl) /  
Website : [www.rsm.nl/rsm-for-your-exchange/bachelor-exchange](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 the Financial Times 2013 meta-ranking (which incorporates all four FT rankings) RSM is 10th in Europe. RSM's MBA programme is ranked by the Financial Times 12th in Europe and 33rd globally. The School is one of a select group of schools with 'triple crown' accreditation from EQUIS, AACSB, and AMBA. RSM is a member of CEMS, the global alliance in management education and PIM, the Partnership in International Management.



### Exchange programmes at RSM

We also welcome students at master level to our international programmes:

Master Exchange Programme: [www.rsm.nl/rsm-for-your-exchange/master-exchange](http://www.rsm.nl/rsm-for-your-exchange/master-exchange)

MBA Exchange Programme: [www.rsm.nl/rsm-for-your-exchange/mba-exchange](http://www.rsm.nl/rsm-for-your-exchange/mba-exchange)

### International Office: two buildings, one team

The International Office is the first point of contact for all international exchange students – those coming to Rotterdam, and those leaving Rotterdam to study at our partner schools. Our team operates from two offices. Bachelor and master exchanges are organised from the home of MSc and BSc programmes in the Mandeville building, and MBA exchanges are organised from the home of our MBA programmes in the Bayle building.

#### International Office, bachelor and master exchanges

**Linda de Vries**, Head International Office, Partner agreements & master exchange outgoing, [Lvries@rsm.nl](mailto:Lvries@rsm.nl)

**Ligaya Kasmo-Borgonje**, Programme Manager Bachelor Exchange, Incoming & outgoing students, [Lkasmo@rsm.nl](mailto:Lkasmo@rsm.nl)

**Marinelle Rozendaal**, Programme Manager Master Exchange, Incoming students, [mrozendaal@rsm.nl](mailto:mrozendaal@rsm.nl)

**Ellen Vermeulen**, Programme Assistant, Bachelor exchange, [vermeulen@rsm.nl](mailto:vermeulen@rsm.nl)

**Karin Valentijn**, Programme Assistant, Master exchange, [kvalentijn@rsm.nl](mailto:kvalentijn@rsm.nl)

**Ellen van Oeffelen**, Administrative Assistant, [oeffelen@rsm.nl](mailto:oeffelen@rsm.nl)

#### MBA Exchange Office

**Eva Lejeune**, Programme Manager International Full-time MBA, [elejeune@rsm.nl](mailto:elejeune@rsm.nl)



Linda



Ligaya



Marinelle



Ellen



Karin



Ellen



Eva

The business school that thinks  
and lives in the future

## Application Bachelor Exchange Programme

### Admission requirements

To take part in an exchange with RSM, students must:

- Be in the third-year of their bachelor studies
- Be nominated by one of our partner schools before the deadlines shown below
- Have good English-language skills, with a TOEFL score of 575 or above in the paper-based test or 90+ in the online test, or an IELTS score of 6.5; level B2.2 (Common European Framework) or written proof of a comparable level of English. Non-native English speakers and students whose entire study programmes are taught in English are exempt
- Submit their application before the deadlines shown below

### Nomination deadline:

Autumn term: 1 May  
Spring term: 1 October

### Students' application deadline:

Autumn term: 15 May  
Autumn term: 15 October

**After nomination:** students will receive a welcome email which contains instructions for the online application, more information and a checklist to help them prepare. It includes information about visas, residence permits and accommodation.

### Required documents to be sent digitally:

**Step 1:** Completed RSM Bachelor Exchange on-line application including uploads of:

- 1 digital passport size photo (.jpg)
- Copy/scan of personal details page of passport
- Copy/scan of a recent transcript (or academic report) showing grades, from the first year to the latest results
- Proof of proficiency in English (for non-native speakers only)

Upon receipt of these documents students will be given further information about:

**Step 2:** Visa and residence permit checklist

**Step 3:** Student ID form

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

- Completed visa and /residence permit application forms
- Proof of sufficient funds for the duration of the exchange (at least € 900 per month).  
The total amount (for example € 3,600 for 4 months) plus the fee for the visa (€ 307) must be transferred to RSM. Students will be refunded within 2 weeks after opening a Dutch bank account.
- Copy of valid passport including the personal details page.

**Visa requirements are subject to change. For the latest information:** [www.nuffic.nl/en/entry-residence/visa-wizard](http://www.nuffic.nl/en/entry-residence/visa-wizard).

## Academic calendar 2015-2016

RSM courses are based on the three-term trimester. Visiting exchange students are welcome for 1, 2 or 3 trimesters.

Trimester 1: end of August or first week of September to end of November or December

Trimester 2: beginning of January to mid-March

Trimester 3: end of March to end of June

Students are expected to stay at RSM until they have completed their final exams. All exam re-sits take place in Rotterdam in July. Students can decide if they want to keep this option available. If so, they will need to stay longer in Rotterdam. It is not possible to arrange scheduled exams or re-sits for other dates, times or places, nor to make special arrangements with teaching staff. Students are not permitted to arrive late for the Exchange Programme. All exchange students must attend the compulsory introduction programme in autumn and spring. In autumn, this takes place one week prior to the start of the Bachelor Exchange Programme. In spring it takes place, during the first week of Trimester 2.



## Curriculum

### Courses

Bachelor exchange students can choose courses from curriculum of the Bachelor of Science in International Business Administration (BScIBA), see also: <https://courses.eur.nl/#/>, select "Rotterdam School of Management" and then "BSc Incoming Exchange".

### Course Manuals

Course manuals can be found on the Current Students webpage: <http://www.rsm.nl/information-for/current-students/bachelor-iba/>.

### Minors

In Trimester 1, exchange students can also participate in **one** minor lasting for 10 weeks with a workload of 15 ECTS.

Minors offered at RSM can be found here: [www.rsm.nl/bachelor/rsm-minors/](http://www.rsm.nl/bachelor/rsm-minors/).

### International business: the Dutch way

This course has been specially designed for exchange students to introduce them to the Dutch business environment and its economic and cultural settings. Economic analyses are examined and discussed in the context of European and Dutch cultures. Special attention is given to recent developments in large international companies located in the Netherlands. Students will become familiar with several Dutch companies, each showing a different aspect of doing international business in the Netherlands, and will work on an assignment for each one. There are two types of mandatory assignments in this course; small assignments to prepare for company visits and two large assignments in the form of business challenges, linked to guest lectures from two large Dutch companies. This course is offered in spring only. In the future it might be offered in fall as well.

### Courses at other faculties

Next to the courses at RSM, you will have the option to select a course from one of the other schools at Erasmus University (school of Economics and Medicine excluded). The course offer per school will be mentioned on the Course Registration Form which will be send to the selected student.

### Course registration

Students will receive instructions for registering for courses after they have been admitted to the Exchange Programme.

## Learning expectations: course workload and examinations

**Language of instruction:** All courses are taught in English.

The full-time workload is 20 ECTS per trimester, equivalent to 560 study hours. The minimum workload for bachelor exchange students is 15 ECTS per trimester, and the maximum is 30 ECTS. This is non-negotiable. Exams are taken at the end of each course. Assessments are based on written or take-home exams, progress reports, in-class presentations, group performance and essays.

All re-sits take place during July in Rotterdam. It is not possible to take re-sits at any other time or in other locations. It may be permissible for exchange students to do re-sits at their home university in exceptional circumstances if the student makes a written application, in good time, to the manager of the Bachelor Exchange Programme. It must be proven that taking the re-sit in Rotterdam is not possible. An internship or tickets for early travel do not count as exceptions:

- The re-sit must be taken at exactly the same day and time as in Rotterdam;
- The home university must co-ordinate and supervise the exam.

### Class format and profile

International Business Administration classrooms have a truly international and multicultural atmosphere. Students from all over the world, representing more than 80 nationalities, mix with each other and with our international staff. Students learn to look at business problems from different cultural angles and to research thoroughly and systematically.

## Grading

The Dutch grading system uses grades 1 to 10, with 1 being the lowest and 10 the best. Grades are generally given to one decimal place. Grades with a 0.4 or lower will be rounded down, and grades with a 0.5 or more will be rounded up. Transcripts from students in our exchange programmes will show grades to one decimal place.

See also: [www.rsm.nl/rsm-for-your-exchange/bachelor-exchange/programme-overview/grading-scale/](http://www.rsm.nl/rsm-for-your-exchange/bachelor-exchange/programme-overview/grading-scale/).

## Buddy system and student life

The International Office works with a buddy system. Buddies are responsible for organising the welcome of exchange students, making sure they are shown around the university and the city, as well as helping with immediate practical matters. The International Office also organises an introduction programme including workshops and dinners.

There are also meet-ups for social drinks, cultural excursions and parties organised throughout the whole exchange programme. Exchange students can expect fellow students of more than 50 nationalities from our network of more than 100 leading business schools all over the world. Students can connect with other current exchange students by joining the Facebook group *RSM Exchange Students 2015-2016*.



The Erasmus Student Network, ESN-Rotterdam organises lots of activities, events and city trips for international students studying at Erasmus University Rotterdam. ESN-Rotterdam is also responsible for organising the pick-up service from Schiphol Airport. All international students are introduced to ESN by e-mail before they travel to the Netherlands.

ESN-Rotterdam's activities are posted on their Facebook page and at our university's website:

<https://www.facebook.com/pages/ESNRotterdam/110483115720622?fref=ts>.

[http://www.eur.nl/english/essc/welcome/upon\\_arrival/orientation/](http://www.eur.nl/english/essc/welcome/upon_arrival/orientation/).

## Accommodation

EUR has a cosmopolitan campus and Rotterdam is a lively and modern city where English is widely spoken. It was recently listed as a top-ten city in the New York Times' list of 52 places to go in 2014.

There is high demand for short-stay student accommodation. Information about housing in Rotterdam is on the EUR-website [www.housing.eur.nl](http://www.housing.eur.nl). Accommodation can be pre-arranged with the housing corporation Stichting Studenten Huisvesting (SSH) which provides rooms and apartments either on campus or in neighborhoods near the university or in the city center. All apartments are fully furnished. SSH uses an on-line booking system, see [www.sshxl.nl/](http://www.sshxl.nl/). Incoming students can also use [www.housinganywhere.com](http://www.housinganywhere.com); [www.nestpick.com](http://www.nestpick.com); or [www.thestudenthotel.com](http://www.thestudenthotel.com).

## Career services

All exchange students have full access to our Career Services: [www.rsm.nl/career-services/](http://www.rsm.nl/career-services/).

## Language courses

The university's Language and Training Centre organises several courses for learning Dutch and other languages. The Dutch crash course, which starts prior to the exchange programme, is part of the centrally organized university orientation programme called "Dutch Experience". For more information: [www.eur.nl/english/ltc/crash\\_courses/](http://www.eur.nl/english/ltc/crash_courses/).

The regular language courses (evening classes) start three times a year (October, January and April).

For more information see: [www.eur.nl/english/ltc/students/courses/](http://www.eur.nl/english/ltc/students/courses/).

## Entry visa and residence permit

RSM's International Office can give individual assistance to students requiring an entry visa and/or residence permit for the Netherlands. Students must submit completed documents to the International Office to begin the accelerated application process. Approved visas must be collected from the Dutch embassy or consulate in their home country, or their country of residence.

[www.rsm.nl/rsm-for-your-exchange/master-exchange/practical-information-need-to-know/visa-immigration/](http://www.rsm.nl/rsm-for-your-exchange/master-exchange/practical-information-need-to-know/visa-immigration/)

## Costs of Living

The estimated costs for a period of 4 months are € 4,500. These costs include visa and/or residence permit (if applicable), living expenses, health insurance (mandatory), books, readers. However, personal spending patterns vary and this indication is intended only as a rough guide.

