**Address & Information**
Rotterdam School of Management, Erasmus University
MBA Office, Bayle (J) Building, Room J2-38
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3062 PA Rotterdam, the Netherlands

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Fax : +3110-4529509
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Website : [www.rsm.nl](http://www.rsm.nl), [www.eur.nl](http://www.eur.nl)

**Accreditations, ranking, and networks**
RSM consistently achieves a competitive position in national and international rankings. In 2015, the Financial Times Masters in Management ranking placed RSM amongst the top 5 in Europe. 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.

**MBA Office**
The MBA Office is the first point of contact for exchange participants in the RSM MBA programme. Students are welcome for information, assistance, and ideas. The MBA Office is also responsible for the day-to-day operations of the RSM MBA programmes.

Services for exchange students include:

- Assistance with visa and residence permit application
- Orientation day
- General information about RSM’s fulltime and programme
- Full access to our Career Development Centre
- Full access to the RSM active alumni network
- Active student association

**Eva Lejeune**
Project Manager FT MBA Programmes
[mba-exchange@rsm.nl](mailto:mba-exchange@rsm.nl)

**Monse Higareda**
Project Officer
[mba-exchange@rsm.nl](mailto:mba-exchange@rsm.nl)
RSM also welcomes students at bachelor and master level:
- Bachelor Exchange Programme
  www.rsm.nl/rsm-for-your-exchange/bachelor-exchange
- Master Exchange Programme
  www.rsm.nl/rsm-for-your-exchange/master-exchange

Application
Admission requirements:
- To take part in an exchange with RSM in the MBA programme, each student must:
- be nominated by a partner school before deadline as shown below
- have the status: MBA level student
- have a minimum of three years relevant full-time work experience
- not have an unsuccessful application to RSM MBA programme in the past

Nomination deadline (by email)
Autumn term only: 15 May 2019

Required documents to be sent digitally
- Curriculum Vitae
Nominated exchange students will receive the official letter of acceptance after we have received and assessed these documents.

Students who need a visa/residence permit must also provide:
- proof that you can support yourself financially with a minimum of €1500 net per month
- Certified copy of birth certificate in the original language and translated into English. (needed for the City Hall registration in case you stay for more than 90 days)
- copy of your personal details page of your valid passport
- proof of health insurance
  This information is subject to change; always check https://ind.nl/en/individuals/residence-wizard/study

Visa application is a time-consuming process; upon acceptance as an incoming exchange participant, students are recommended to start immediately with the visa preparations with the support from our Registrar’s Office.

Academic Calendar - September to December
We recommend attending the orientation day. The exact date will be confirmed once the schedule is known. Usually this is held early September.

Courses
Incoming students take elective courses during the autumn term. A full term course load consists of four electives, providing a total of 12 EC. 1 EC is the equivalent of 28 hours. Students take electives from the full time MBA and it is also possible to take courses with the Executive MBA. The Executive MBA classes take place on every other weekend, Friday evening and Saturdays.

Minimum amount of courses allowed to take: 3 courses
Maximum amount of courses allowed to take: 6 courses
**Short exchange**
Within the MBA exchange, it is possible to do a short exchange. Minimum course requirement is 3 courses, which gives 9 EC in total. Depending on student’s choice of courses and schedule, it can be as short as 3 weeks.

**Learning Expectations**
**Language of Instruction**
All courses are taught in English.

**Class profile**
The MBA programme is a post-experience programme, average age of students is 29 years with average 6 years work experience. The Executive MBA programme averages 34 years with average 9 years of work experience.

**Class format, participation and attendance:**
RSM’s MBA classes are a mix of lectures from RSM faculty and visiting faculty, mostly case studies, guest speakers, group-based work, presentations from fellow students, and in-class discussion. Class size varies between 20 and 40 students. Class participation and attendance are reflected in the students’ final grades.

Courses are offered in different disciplines and there are approximately 20-30 courses to choose from. Course listings as well as the tentative schedule are posted on an internal site by May. Course selection is done from end of May via a bidding system.

**Previous years’ courses included**

For more information, please contact Eva Lejeune & Monse Higareda ([mba-exchange@rsm.nl](mailto:mba-exchange@rsm.nl)).

**Grading**
Individual courses will be assigned a final grade using the EC grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>First top 10%</td>
</tr>
<tr>
<td>3.5</td>
<td>Following 25%</td>
</tr>
<tr>
<td>3</td>
<td>Following 30%</td>
</tr>
<tr>
<td>2.5</td>
<td>Following 25%</td>
</tr>
<tr>
<td>2</td>
<td>Lowest 10%</td>
</tr>
<tr>
<td>F</td>
<td>Students who have not met the course requirements</td>
</tr>
</tbody>
</table>
Transcripts are compiled by the Registrar’s Office, adhering to the RSM procedures and sent to the school once all outstanding balances have been cleared.

**Accommodation**

RSM has a favourable working relationship with [Rotterdam2Stay](#); a student apartment complex walking distance from the University. RSM can provide you with a host of different housing and real estate companies with different options to meet your requirements.

**Living expenses**

To have a reasonable living standard in the Netherlands, students should have an income of approximately €1500 per month. Below is a rough estimate of the monthly expenses when participating in the exchange programme for a period of four months. Please keep in mind that personal spending patterns vary, and so does this indication.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>€650</td>
</tr>
<tr>
<td>Food</td>
<td>€350</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>€650</td>
</tr>
<tr>
<td>*Health insurance</td>
<td>€150</td>
</tr>
</tbody>
</table>

*All exchange students are required to have health insurance whilst in the Netherlands; however, there is no ‘school’ insurance and incoming exchange students can choose their own insurance provider.

**Student Services**

Erasmus University offers many facilities such as central library, sports facilities, restaurants, bookstore, supermarket, computer labs, group breakout rooms and a charging point for e-bikes. The RSM MBA programme has a very active Student Association with many student clubs. Exchange students will have access to the Student Association’s intranet. Exchange students are encouraged to actively participate in the various clubs. Visiting students participating in the fulltime MBA have full access to RSM Career Development Centre, on-campus recruitment, career library and resources and the alumni database.

**Exchange Partners – MBA level**

The RSM MBA programme has an average of 20 visiting exchange students each year. The international network of RSM comprises more than 40 partner MBA universities and business schools worldwide.