

## Information Sheet

### Double Degree Programme UM/NOVA



**Partner schools:** *SBE Maastricht and NOVA School of Business and Economics*

**Applicable UM study programme:**

- *MSc International Business – specialization Strategy and Innovation*
- *MSc International Business – specialization Organisation: Management, Change and Consultancy*

**Programme duration:** *one year and a half*

**Programme structure:** *fall at NOVA and spring semester until October at UM*

**Application deadline:** *1 May 2024*

#### PROGRAMME OUTLINE

<b>Double Degree Programme UM / NOVA</b> <i>MSc International Business – Strategy and Innovation</i> <i>MSc in Management</i>			
School	Month(s)	Course(s)	ECTS
Semester 1 at NOVA SBE			
NOVA	Sep – Dec	Marketing Management OR Advanced Marketing	7
		Human Resource Management OR	3,5

		Advanced Topics in Human Resources Management	
		Statistics II* OR Statistics III <i>*In case students do not meet the prerequisites for Statistics II, they are required to take Statistics I (no ECTS) as well. Statistics I is a bridging/preparatory course in August; it is not a mandatory course, nor will it have a grade. However, if students do not have any previous knowledge of Statistics, then it is advisable they participate.</i>	3,5
		Strategy OR Advanced Strategy	7
		Financial Management OR Advanced Financial Management	7
		Mastering your Career	2
	Jan	Skills Accelerator	2
<b>Semester 2 and 3 at SBE Maastricht</b>			
UM	Feb – Apr	<a href="#">EBC4042</a> Leadership	6,5
		<a href="#">EBC4280</a> Research in International Business	6,5
	Apr – Jun	<a href="#">EBC4267</a> Marketing Intelligence	6,5
		<a href="#">EBC4106</a> Business Innovation and Sustainable Development	6,5
	Feb – Jul	<a href="#">EBS4025</a> Writing a Master's Thesis Proposal: IB-Strategy OR <a href="#">EBS4013</a> Writing a Master's Thesis Proposal: IB-Organisation	4
	Sep – Dec	<a href="#">EBC4210</a> SSF Project	n/a
	Jul – Jan	<a href="#">EMTH0001</a> Master's Thesis	17
NOVA (online)	Sep – Jan	Work Project	(30)
<b>Total ECTS credits</b>			<b>79</b>



Please be aware that the current course offer is subject to change without prior notice.

Participants in the Double Degree Programme are responsible for getting acquainted with, and for abiding by, the rules and regulations of their host university in a timely manner, especially with regard to examination types, schedules and forms of resits, if any.

The Education and Examination Regulations (MSc-EER's) for the Master's study programmes at the School of Business and Economics of Maastricht University (UM) apply to all Double Degree programmes. You can find the MSc-EER's on the Student Portal (My SBE Intranet), under "Regulations, rights and duties". For courses taken at NOVA the EER from NOVA will apply.

### Fixed curriculum

Please note that all SBE Network programmes (including the Double Degree programmes) have a fixed curriculum. It is not possible to switch/waive/cancel any of the courses offered in these fixed programmes.

## SELECTION PROCEDURE

### Eligibility and admission requirements

- Who can apply: prospective students in the MSc International Business – specialization *Strategy and Innovation OR Organisation: Management, Change and Consultancy*
  - ➔ *Preferred candidates have completed a 10-week international internship outside of Portugal and outside of their home country between completion of their BSc studies and the start of the DD Programme.*

### Selection procedure

Students can start their application for the Double Degree Programme with NOVA as soon as they have a valid registration for the MSc in International Business – specialization Strategy and Innovation OR Organisation: Management, Change and Consultancy.

- Before application:
  - Interested students have to request an application form via e-mail to [doubledegree-sbe@maastrichtuniversity.nl](mailto:doubledegree-sbe@maastrichtuniversity.nl).
- Application:
  - Applicants have to submit the filled-out and signed **application form**, together with a **motivation letter**, **CV**, **copy of passport** and **bachelor's transcript** via e-mail to [doubledegree-sbe@maastrichtuniversity.nl](mailto:doubledegree-sbe@maastrichtuniversity.nl). \*
  - ➔ **Application deadline: 1 May 2024**
  - \*Note that incomplete applications will not be considered!*
  - Applicants' motivation letter, CV and bachelor's transcript will be considered by the Double Degree Team and the applicable Programme Advisor at SBE Maastricht.
  - The applications considered strongest will be invited for an online interview.
- Results:
  - Applicants will be informed about the results via e-mail.

- The accepted students will have to confirm their participation via e-mail and pay the required administrative fee (see *Practical Information* below) within a set time window that will be communicated in the e-mail with the results of the application.

### **International Master in Management at NOVA**

In case students wish to be eligible for the International Master in Management instead of the Master in Management at NOVA, they will need to provide NOVA with the following documents:

1. Valid proof of proficiency in three languages, amongst which:
  - English: level C1
  - Second language: minimum level B1 (can be mother tongue)
  - Third language: minimum level B1 (can be a second mother tongue)
  - ➔ If a candidate has two mother tongues, they must request the “Honour Statement for Bilingual Candidates”.
  - ➔ Candidates can be admitted with an A2 level for the second or third language but by the end of their programme they must provide the B1 certificate.
  - ➔ All the language certificates should state the level according to the CEFR. NOVA does not accept any high school diplomas nor online language certificates other than Linguaskill and TOEFL iBT® Home Edition as proof of language proficiency.
  - ➔ Should a student not comply with this graduation requirement, they must enrol for an additional paid semester at NOVA and complete the language certification.
2. Motivational Video of maximum 4 minutes explaining how and where the candidate sees themselves in 5 years in terms of professional career.

### **Available places**

The maximum number of available slots for the academic year 2024-2025 is still to be confirmed.

## **PRACTICAL INFORMATION**

### **Contact**

Questions or remarks regarding the Double Degree Programme with NOVA, can be directed to the Double Degree Team of SBE Maastricht via e-mail to [doubledegree-sbe@maastrichtuniversity.nl](mailto:doubledegree-sbe@maastrichtuniversity.nl).

### **Tuition fee and additional costs**

Students have to be registered at UM for the entire duration of the study programme, so even while abroad at the host university. This implies that students selected in the Double Degree Programme pay tuition fee at UM for the entire duration of the programme. Selected students are exempted of tuition fee payment at the partner school.

Besides the tuition fees at SBE Maastricht, students selected for the Double Degree Programme with NOVA will be charged an **administrative fee of € 1.000,00**. The Double Degree Team will provide

students with an invoice including detailed payment information and a due date for the receipt of the administrative fee.

**Cancellation:** The administration fee of € 1.000,00 will not be refunded if a student cancels their allocation after confirmation. Only in case of severe personal circumstances, confirmed by a study advisor of SBE Maastricht, the administration fee can be refunded.

According to Portuguese Law, NOVA will charge fees for the issue of certificates of degree. The Portuguese Ministry of Education and Science determines the amount of this fee.

All other costs that come with participation (such as health insurance and visa application, travel and accommodation, study materials and potential fees at the partner school) and other personal costs have to be covered by the students.

Please note that you are not eligible for an Erasmus grant if you participate in a programme for which you have to pay a fee beyond the regular tuition fee, which is the case for our Double Degree Programmes as they come with an administrative fee.

It is your own responsibility to check with DUO whether you are entitled to retain your Dutch study grant, or “studiefinanciering”, while abroad for the Double Degree programme.

### **Diploma**

After successful completion of all the requirements of both the Double Degree Programme, students will be awarded the degree of Master of Science in International Business – specialization Strategy and Innovation OR Organisation: Management, Change and Consultance from SBE Maastricht and the Master’s degree in Management OR International Management from NOVA.

### **Additional internships/MSc exchange**

Please note that SBE Maastricht does not approve an additional (extra-curricular) MSc exchange to students enrolled in a Double Degree programme after they have completed the full programme. Since the regular DD programme already takes 1,5 years, another extension of the programme is not allowed.

An additional internship is only possible with 100% study progress. For more information on internships, please check the requirements of the Internship Office in the Student Portal.

### **Disclaimer**

Should Dutch government deem a country unsafe for travel (because of sanitary crises, riots or other reasons), UM students will not be allowed to physically go to their exchange destination in that country. This also applies to students in the Double Degree Programmes of SBE Maastricht. If that would happen, SBE Maastricht reserves the right to cancel the Double Degree programme for its students and will enable them to continue and graduate in the regular master programme.