

## Manual Course Registration

After applying, you will have to await our decision. Once your status has changed to 'Approved', you will be able to register for courses.

### Deadlines

Maastricht University School of Business and Economics offers education during 6 periods. Each period has its own deadline for course registration:

#### Deadlines Registration for education 2023-2024

Registration for education is possible as from 1 June 2023 and includes the first-chance exam.

Education period	Course registration possible as from:	Registration period ends at Midnight Dutch time: (Note: changes after this date are not possible)
Semester 1	1 June 2023	15 July 2023
Education period 1	1 June 2023	15 July 2023
Education period 2	1 June 2023	17 September 2023
Education period 3	1 June 2023	12 November 2023
Semester 2	1 June 2023	3 December 2023
Education period 4	1 June 2023	3 December 2023
Education period 5	1 June 2023	25 February 2024
Education period 6	1 June 2023	21 April 2024

*Please Note:* the deadlines are very strict. Once the deadline has passed, you will no longer be able to register for courses.

If you intend to use the courses you take here for your bachelor's/master's programme at your home university, make sure that you get approval from your home university well in advance of the deadline. You can use our course descriptions to provide information about the course content. Up until the deadline, you can add/drop/change courses as you please.

### Preparation: what courses do you want to follow?

To check the available courses, please go to the [online course descriptions](#). Under 'Non Degree' courses, you can find the courses that are open for Contract/Bijvak students.

## What do you want to Search

Bachelor	<a href="#">Courses</a>	<a href="#">FrameSchedule</a>
Master	<a href="#">Courses</a>	<a href="#">FrameSchedule</a>
Exchange	<a href="#">Courses</a>	<a href="#">FrameSchedule</a>
<b>NonDegree</b>	<a href="#">Courses</a>	<a href="#">FrameSchedule</a>

*Please Note:* we do not offer academic advice.

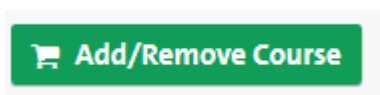
### Registration for courses

#### Important to know:

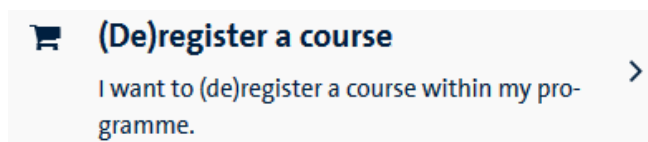
- When you register for a course, you are automatically registered for the first exam for that course.
- To register for a course, you need to be a student or a (conditionally) approved applicant at Maastricht University.
- You can only register for courses during certain time frame (see deadlines)

#### Registration Steps:

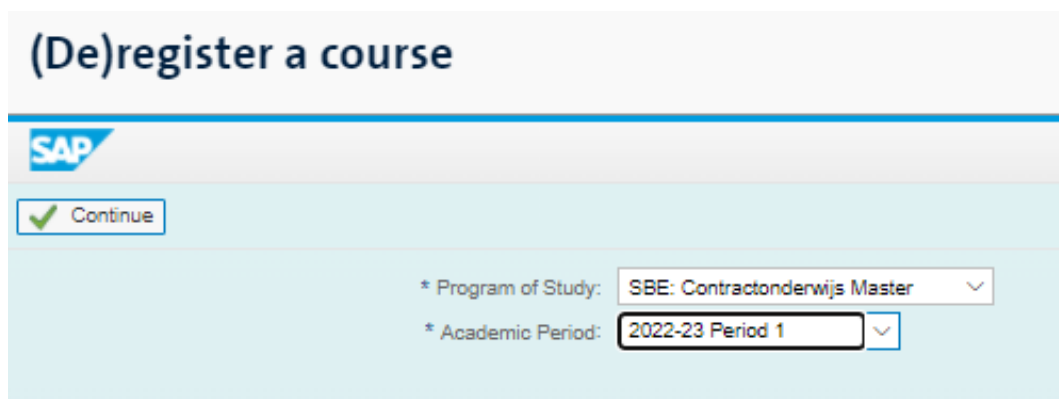
1. Go to the [Student Portal](#) and log on using your student number and your password
2. In the 'My Courses' section, please select 'Add/remove Courses'



3. Click option: (De) register a course



4. Make sure you select the correct programme and period. (Do not select the year/semester option; it only shows courses that last an entire year/semester).



There is an instruction in this section or watch this [video](#).

If you encounter problems during this procedure, please contact us via [contractstudent-sbe@maastrichtuniversity.nl](mailto:contractstudent-sbe@maastrichtuniversity.nl).

## Payment

The fee for attending a course on a contract basis is €725 and €425 for a skills training. SBE alumni (former regular full-time students) receive a reduction of €60 for courses and €30 for skills trainings. These fees are subject to change. You will receive an invoice after the course registration deadline for the registered courses. You will be invoiced per period.

*Please note:* if we do not receive payment before the date stated on your invoice, you are not allowed to participate in your courses at SBE but you will still be held to the obligation of payment.

Fees are subject to change and are not applicable for Maastricht University subsidiary students, SBE PhD students and Bachelor or Master Students registered at other Dutch universities.

## Course details

When you register for a course, it will become visible in the Student Portal under 'My Courses'. When made available by the course coordinator the link will lead you to the course on Canvas. This is where course coordinators post important course information and resources.

## Exams

Students are automatically registered for the first exam of the courses they register for via the Student Portal.

The requirements for the examination are described in detail in the course manual.

*Please Note:* the method of examination indicated in 'Course Details' may not match that described in the course descriptions. Where these discrepancies occur, the information provided in 'Courses Details' is final.

The individual results are available 15 working days after the examination via the Student Portal > My Results.

Please note that the Examination Rules, as determined by the Board of Examiners at Maastricht University, have to be obeyed. More information can be found via the Student Portal > My Links > MySBE > Regulations, Rights and Duties.

If you have an exam registration, but not attend the examination, you will receive a "NG" (= No Grade) as final result.

If you do not want to take an exam in the first sit, please de-register from the exam via the Student Portal > My Courses > More actions. You can do this during a designated week in the relevant period (usually week 4). The exam periods and (de-)registration periods can be found via the Student Portal > My Links > My SBE > My Study > Academic Calendar.

## Resits

If you fail a course, you will always get the opportunity to do a resit.

If you obtain an insufficient grade as final result for a course, you will be registered by the Education and Exams office. If the final result is a “NG” (No Grade), you will have to register yourself for the resit. This is only possible during a specific week (usually week 4 of the education) via the Student Portal > My courses > Failed courses > more actions. You can find the exam (de-)registration periods via Student Portal > My Links > MySBE > My Study > Academic Calendar.

Without a valid exam registration, it is not possible to take part in the examination.

### **Exam Schedule**

The exam schedule (first sits) is available approximately two weeks before the education of the relevant course period starts. The exams will appear in your timetable.

The resit schedule can only be processed after the exam registration deadline – and is available approximately 3 weeks before the resit period starts.

Please check the Academic Calendar (available via Student Portal > My Links > MySBE) for the dates of the exam periods and the (de-)registration periods.