

FACT SHEET

FACULTY OF LAW

INSTITUTIONAL INFORMATION

Institution full name: Maastricht University, Faculty of Law

Department: International Relations/ Mobility office (IRO)

Erasmus code: NL MAASTRIO1

Institution website: <https://www.maastrichtuniversity.nl/education/exchange/law>

Address: Bouillonstraat 1-3, 6211 LH Maastricht

Country: The Netherlands (NL)

Contact person for incoming exchange students (students coming to Maastricht on exchange):

Mr. Silvester Conduto, Exchange officer Incoming students

Contact email address: iro-incoming-law@maastrichtuniversity.nl

Phone number: +31 (0) 43-3882028

Contact person for outgoing exchange students (students of the Faculty of law of Maastricht University going abroad):

Ms. Danielle Habets, Team leader International Relations Office/ Exchange Officer outgoing students

Contact e-mail address: iro-outgoing-law@maastrichtuniversity.nl

Phone number: +31 (0) 43-3883064

Institutional Erasmus coordinator:

Ms. Miranda Gubbels,

Contact e-mail address: law-ed-policy@maastrichtuniversity.nl


Phone number: +31 (0) 43-3883907

NOMINATION PROCEDURE

A nomination letter or an e-mail from the home university with the names, study period and email addresses of the students that have been nominated for an exchange at the Faculty of Law of Maastricht University has to be sent to: iro-incoming-law@maastrichtuniversity.nl

Nomination deadline for coordinators:

 **15 April** for the Fall semester (starts in September and ends in December / January) and Full Year

 **15 September** for the Spring semester (starts in January / February)

APPLICATION PROCEDURE

1. Students have to apply online. Information/instructions on how to apply online will be sent to each nominated student directly by e-mail.
2. The application documents that need to be uploaded by the student during the application process, are the following:
 - ✚ A copy of a valid passport (Passport must be valid until at least one month after the end of the student's exchange/ registration period at Maastricht University, Faculty of Law). EU citizens are allowed to upload a copy of their Identity (ID) Card, ID card must also be valid until at least one month after the end of the student's exchange/ registration period at Maastricht University, Faculty of Law)
 - ✚ Face picture (the same size as the one displayed on the passport or ID card)
 - ✚ Transcript of grades signed and stamped by the home university of the student
 - ✚ ECTS statement signed and stamped by the home university, indicating how many ECTS (credits) the student has completed at the home university (this form is provided to students by us, together with the application instructions)
 - ✚ English language certificate for students who want to participate in the master exchange program and the masters courses.

Application deadline for students:

- ✚ **15 May** for the Fall semester (starts in September and ends in December / January) and Full Year
- ✚ **15 October** for the Spring semester (starts in January / February)

ADMISSION REQUIREMENTS EXCHANGE PROGRAMS

- ✚ Students nominated for the **Law-Exchange-Bachelor's programme** need to have completed at least **2 semesters (1 year, 60 ECTS)** of previous law studies at their home university
- ✚ Students nominated for the **law-Exchange-Master's programme** need to have achieved at least **180 ECTS** of previous law studies at their home university. Proof of **English Language proficiency** is also a requirement for the law exchange master program (see language requirement for further information).
- ✚ The credits need to be obtained before the application deadline!

LANGUAGE REQUIREMENTS

All the courses offered to exchange students are taught in English.

Students taking bachelor's courses

- ✚ No formal proof of fluency is required from students who are nominated to participate in the bachelor exchange programme and will take only bachelor's courses.
- ✚ However, the programme responsible (coordinator) at the home university has to state that the level of English of the student is sufficient, by signing the ECTS statement (send by the Faculty of law of Maastricht University, together with the application instructions to the student).

Students taking master's courses

- ✚ Students who are nominated to participate in the master exchange programme and will take master's courses, will have to provide proof of sufficient English language proficiency.
- ✚ For exchange students we will accept a certificate of level B2 (not older than two years, by the end of your exchange) or C1 (not older than three years, by the end of your exchange) of the Common European Framework of Reference issued by:
 - an official language institute (or language centre of the home university of the student)
 - qualified English language teacherOther certificates that suffice are TOEFL internet-based with a score 90 or more, IELTS with a total score of 6.5 or more, CPE (all grades), CAE of level C1 (not older than three years, by the end of your exchange) with the grades A, B, C or C+, ITACE B2, TOEIC (score of 720 or more for listening and reading and score of 310 or more for speaking and writing).
- ✚ We do not accept English language certificates or statements signed by an international officer.
- ✚ Native speakers and students taking their degree programme in English are exempted (be it that visa requirements with regard to language level may apply and cannot be exempted). However, students taking their degree programme entirely in English at their home university need to upload proof of this (official transcript/ list of grades or statement of the international Relations Office of their home university on which is clearly stated that the student is following his/ her degree programme entirely in English).

COURSES

You can find a comprehensive overview of the courses, offered to exchange students (completely taught in English) on our exchange website:

<https://www.maastrichtuniversity.nl/education/exchange/law>

The course descriptions can be found on our course finder. The link to the course finder can be found on our exchange website:

<https://www.maastrichtuniversity.nl/education/exchange/law> or through the following link:
<https://www.maastrichtuniversity.nl/education/course-finder>

LANGUAGE COURSES

The Language Centre of Maastricht University offers several language courses. If exchange students are interested in a language course, we advise them to register as soon as possible as access is limited. Before they enrol in a language course they will have to contact their home university to find out whether or not their home university acknowledge the grades/credits earned for a language course.

Exchange students will receive a separate Proof of Participation from the Language Centre itself, it will not appear on their transcript of grades. Also, a language course will not be covered by the Erasmus grant exchange students receive from their home university; they will have to pay for the language course themselves.

For more information on available times, fees and to register please [check UM Language Centre](#).

REMAINING IMPORTANT MATTERS

More information regarding the following topics can be found on our exchange website (<https://www.maastrichtuniversity.nl/education/exchange/law>):

- ✚ Academic calendar (including exams dates, re-sit dates and holiday dates)
Please note the exams and re-sit periods very carefully. **Students must be present in Maastricht to take exams and a re-sits**, as planned on the examination-schedule. Unfortunately, the Examination Board of the Faculty of Law at Maastricht University does not permit students to take exams and re-sits at the student's home university. The very last re-sits take place by the end of June/ beginning of July.
- ✚ Orientation/ Introduction dates
- ✚ Housing