

# Master's Foundation Programme

Handbook 2021-2022



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# 1.Preface

Dear student,

Welcome to the Master's Foundation Programme of Rotterdam Business School. This programme will prepare you for further study at Rotterdam Business School by offering you courses in English and Business Studies. We will also offer you a study career coaching course to provide you with skills that will make your study at RBS more effective.

We wish you a pleasant and successful stay at Rotterdam Business School.

Yours faithfully,

Ms. Jessica Wit – Schiltmans



# 2. General

## Profile of Rotterdam Business School

Innovation has always been the driving force behind the Rotterdam Business School (RBS). From its very start, more than a decade ago, new programmes have been developed and geared towards the demands of both students and the international business world. Such programmes are developed so that RBS graduates may build up their professional careers. The possibilities for international exchanges and industrial placements are being expanded constantly, while the school also welcomes students from all over the world.

The multi-cultural experience that students gain, both in their studies and in the social environment, gives them a head start that is reflected in their success rate in obtaining jobs worldwide.

## The Master's Foundation Programme (MFP) of Rotterdam Business School

Rotterdam Business School offers foundation courses for students to improve their English as well as their business and educational skills to fulfil the requirements of master entry levels. After successfully completing the preparation course you enter the specialized Master programmes at Rotterdam Business School.

Two different foundation courses are available:

1. Extensive Course (12-month, starting in September)
2. Intensive Course (6-month, starting in September and in February)

## Foundation Courses for the Master Programme

The Master's Foundation Programme is designed to prepare students for one of our three English-taught Master Programmes:

- Master in Consultancy and Entrepreneurship
- Master in International Supply Chain Management

### **Extensive Foundation Course**

The 12 month Extensive course has been designed for students with a Bachelor's degree in a non-business field. Rotterdam Business School offers you a 12-month programme in which you will be taught all the required Business and Business English subjects in order to continue your studies and participate successfully in one of the Master programmes at RBS.

The programme consists of 2 semesters. Each semester consists of 2 blocks of 9/10 weeks. At the end of each block, all Foundation modules are assessed by means of an examination. **In order to continue your studies in the Masters programme, you need to pass ALL examinations.** Modules and results cannot be compensated with other modules and results.

Upon successful completion of the course, you will receive a certificate for the Master's Foundation Programme and an admission letter for one of the two Master programmes we have to offer at RBS.



## **Intensive Foundation Course**

The 6-month Intensive Course has been developed by the Rotterdam Business School to ensure that students, who do not meet the required English and business level, are able to participate fully in the Specialised Master's Programme. Successful Foundation students can then further specialise in the areas of Consultancy and Entrepreneurship or Logistics Management.

During the programme you will be prepared for the level required for the Specialised Master Programmes. Successful completion of the Intensive Course will lead to:

- an exemption from the IELTS 6.5
- a certificate for the Master's Foundation Programme
- an admission letter for one of the Master programmes of the Rotterdam Business School

The Intensive Course commences both in February and in September, so that there will be no delay between the two programmes. The Course consists of two parts. Block 1 is concerned with introducing you to the main issues underlying the Master programmes at the RBS. In the second block you expand your knowledge of these issues and choose the specialisation course.

All Foundation modules are assessed by means of an examination or another form of assessment. **In order to continue your studies in the Masters programme, you need to pass ALL examinations.** Modules and results cannot be compensated with other modules and results.



## Calendar & Breaks

For information about the academic year calendar **click here.**



NOTE: This information might change. For up-to-date information please check HINT.

## Special dates

25 December	Christmas Day
1 January	New Year's Day
27 April	King's Day
5 May	Liberation Day



## General Information

### Executive Board of Rotterdam University of Applied Sciences

Drs M.J.G. Bormans	chairman
W.E. van den Brink MA	member
Drs. Z. Guernina	member

### Organisation Rotterdam Business School

Ms. Jessica Wit – Schiltmans	Course Director Masters of International Business
Mrs. M. Wit	Dean of Rotterdam Business School
Mrs E.E. Kraaijveld	Manager International Affairs, Centre for International Affairs
Mr. W.P.M. van Erp	Operations Manager

## Addresses

### Visiting addresses:

Kralingse Zoom 91  
3063 ND Rotterdam

Max Euwelaan 71-81  
3062 MA Rotterdam

### Postal address:

P.O Box 25035  
3001 HA Rotterdam

### Telephone:

General Telephone Number Hogeschool Rotterdam) +31(0)10 – 794 6200

CoIA Recruitment, [coia-recruitment@hr.nl](mailto:coia-recruitment@hr.nl)

+31(0)10 – 794 6250

CoIA Student Admissions, [coia-admissions@hr.nl](mailto:coia-admissions@hr.nl)

+31(0)10 – 794 6363

CoIA Student Support, [coia-studentsupport@hr.nl](mailto:coia-studentsupport@hr.nl)

+31(0)10- 794 63 63

### Fax:

+31(0)10 – 2420183

### Email:

[rbs@hr.nl](mailto:rbs@hr.nl)

### Website:

[www.rotterdamuvas.com](http://www.rotterdamuvas.com)



## Lecture Times

Scheduled teaching hours as applicable from the academic year 2021-2022

1	08.30 – 09.00
2	09.00 – 09.30
3	09.30 – 10.00
4	10.00 – 10.30
5	10.30 – 11.00
6	11.00 – 11.30
7	11.30 – 12.00
8	12.00 – 12.30
9	12.30 – 13.00
10	13.00 – 13.30
11	13.30 – 14.00
12	14.00 – 14.30
13	14.30 – 15.00
14	15.00 – 15.30
15	15.30 – 16.00
16	16.00 – 16.30
17	17.00 – 17.30
18	17.30 – 18.00

## Lecturers of the Master's Foundation Programme

<b>FAMILY NAME</b>	<b>FIRST NAME</b>	<b>SUBJECT</b>	<b>E-mail addresses</b>
Lengton	Wilbert	Business Subjects & Business Project	<b>LENGW@hr.nl</b>
Davarci	Ali	Business Subjects & Business Mentorship	<b>DAVAA@hr.nl</b>
Elkinson	Emma	Coaching & Business Subjects	<b>ELKEZ@hr.nl</b>
Alexsandros	Fragkiadakis	Academic Writing & Management	<b>FRAGA@hr.nl</b>
Nguyen	Lan Anh	Research & Critical Thinking	<b>NGUTL@hr.nl</b>
Santos-Navas	Ricardo	Business Subjects Marketing	<b>SANTR@hr.nl</b>
Riet, van 't	Simon	Mentorship & Coordinator Foundation Programme	<b>RIETS@hr.nl</b>





# 3.Course Information

## Subjects and Module Codes of the Master's Foundation Programme

### Extensive 12 month Course

<b>Block 1</b>	<b>Module Code</b>
Accounting Calculations	EFCACCI21
Business English Skills	EFCBES121
Coaching	EFCCOA121
Elective - General	EFCELT121
Finance	EFCFIN121
Marketing	EFCMAR121
Mentorship	EFCMNT121
Organisational Behaviour	EFCMOB121
Academic Writing	EFCWRT121

<b>Block 2</b>	<b>Module Code</b>
Business Simulation	EFCBSN221
Business English Skills	EFCBES221
Coaching	EFCCOA221
Elective	EFCELT221
Finance	EFCFIN221
Marketing	EFCMAR221
Mentorship	EFCMNT221
Organisational Behaviour	EFCMOB221
Academic Writing	EFCWRT221

<b>Block 3</b>	<b>Module Code</b>
Business Simulation II	EFCBSN321
Business Economics	EFCBEO321
Business English Skills	EFCBES321
Coaching	EFCCOA321
Electives	EFCELT321
Mentorship	EFCMNT321
Research Skills	EFCRES321
Academic Writing	EFCWRT321
Business Case	EFCBSC321

<b>Block 4</b>	<b>Module Code</b>
Business English Skills	EFCBES421
Coaching	EFCCOA421
Electives	EFCELT421
Mentorship	EFCMNT421
Research Skills	EFCRES421
Academic Writing	EFCWRT421
Business Case 2	EFCBSC421
Critical Thinking	EFCCRT421

### **Intensive 6 month Course**

<b>Block 1</b>	<b>Module code</b>
Accounting Calculations	IFCACCC121
Business English Skills	IFCBES121
Coaching	IFCCOA121
Elective - General	IFCELT121
Finance	IFCFIN121
Marketing: Strategic	IFCMAR121
Mentorship	IFCMNT121
Research Skills	IFCRES121
Academic Writing	IFCWRT121

<b>Block 2</b>	<b>Module code</b>
Business Economics	IFCBEO221
Business English Skills	IFCBES221
Coaching	IFCCOA221
Business Simulation	IFCBSN221
Critical Thinking	IFCCRT221
Elective	IFCELT221
Mentorship	IFCMNT221
Research Skills	IFCRES221
Academic Writing	IFCWRT221

### **Coaching and Business Mentorship**

Personal development modules are divided into Coaching and Business Mentorship. Students look at their study skills and their progress together with their coach. Together they define the strong points and the weak points of the student. Students are introduced to the notion of self-reflection and self-directed learning, becoming responsible for their "Personal Development" and their own personal development. In order to improve their study skills the students will do assignments and will have regular meetings with the coaches. A coach is also someone who will give advice to students and ensure that students know what the academic requirements are. A coach is someone who guides, motivates and assists students in their run-up to entering higher international education. Coaching enables students to discover their personal learning styles and to identify individual strengths and weaknesses to enable an effective and efficient study career.



Business Mentorship focusses on creating professional products, such as reports and presentations. The process of making reports or presentations will be weekly discussed and monitored by a mentor. At the end of Mentorship, students are expected to be more comfortable and confident in expressing, explaining themselves and sharing their opinions and end products.

## Exam Rules

The Master's Foundation Programme has a modular structure. Some modules are classified as either Theory or Practice modules – both Theory and Practice modules require a final grade. The one year programme is divided into two semesters. The half year programme has only one semester. Each semester consists of two blocks of 9 or 10 weeks. At the end of each block there will be examinations.

Theory modules are assessed by an examination at the end of each block and practice modules are graded on the basis of continuous assessment. Examination grades will be awarded on the condition that attendance is sufficient – **an 80% attendance is required for each module. Failure to make 80% attendance will result in the students not receiving a score for this module.**

A module is passed if a grade of at least **5.5** is achieved.

If an insufficient grade is awarded for a Theory module during any of the blocks, a student is entitled to re-sit this exam once. If an insufficient grade is awarded for a Practice module a student may qualify for an extra assignment. Qualification for the re-sit of a practice module is dependent on the successful completion of all continuous assessment assignments given during the block and meeting the required attendance obligation of 80%.

**For enrolment in the Master programmes, you need to pass all exams and assessments.**

Modules and results cannot be compensated with other modules and results.

Upon successful completion of the Foundation Courses, students will be awarded a Master's Foundation Programme Certificate and an admission letter for the Master Programmes respectively, at the RBS.

Qualification for an extra re-sit because of 'mitigating circumstances' is at the discretion of the Exam Board who will base their decision on the progress made by the student during the year.

## Special Consideration: Exams

Special consideration consists of the exercise of academic discretion to provide equitable treatment to students whose performance in an assessment item is affected by illness, misadventure or work-related circumstances. You should only apply for special consideration when your performance in an assessment item, including examinations, has been affected by extenuating or special circumstances beyond your control. **Special consideration is not automatically guaranteed and may not result in a mark adjustment nor exam rescheduling.**

If you need to apply for Special Consideration, you need to contact your Coach as soon as the situation arises. The Coach will then create a confidential report in Osiris in order to document the situation, and to help further facilitate you through your current situation. **If the student does not report the situation to the coach when it occurs, Special Consideration may not be allotted (i.e. situation occurs in Block 1 and student does not report until Block 4-Special Consideration may not be given).**

## Lectures

The subjects consist of lectures and coursework. The final grade of these subjects will be assessed on the basis of an exam (for the theory modules), coursework is graded on the basis of continuous assessment. Separate grades are awarded for each module. Business subjects are graded on the basis of a computation of both exams and coursework.



## Exams

### *Re-sits*

If an insufficient grade is awarded for a Theory module a student is entitled to re-sit this exam once.

This resit is the **FINAL OPPORTUNITY** for the student to pass their course. Please see below for the block breakdown of exam and resit layout.



# 4. Lecture Schedules

## How to find the Schedules

The schedules of your lessons can be found on the Intranet page of Hogeschool Rotterdam. The Intranet "HINT" can be accessed by [hint.hr.nl](http://hint.hr.nl). Click on "RBS" first, secondly click on "Information for new students", then choose "Schedule" and click on "Class Schedule"

**hint** Hogeschool Rotterdam Intranet

zoeken in hint...

Home | RBS | Nieuws | Hogeschool | Studie | Voorzieningen & Services | Werken bij | English

1111 service@hr.nl 2222 veiligheid

Je bent hier: RBS studenten Thema

**Bachelor**

I will start in September 2018

- International Business for Asia
- International Business & Languages
- International Business & Management
- International Business & Supply Chain Management

Information for new students

I started before September 2018

- International Business and Languages
- International Business and Management Studies
- Trade Management for Asia

**Master**

- Master in Consultancy & Entrepreneurship
- Master in Finance & Accounting
- Master in Logistics Management

Information for new students

**hint** Hogeschool Rotterdam Intranet

zoeken in hint...

Home | RBS | Nieuws | Hogeschool | Studie | Voorzieningen & Services | Werken bij | English

1111 service@hr.nl 2222 veiligheid

Je bent hier: RBS - TMA - MASTERS > Practical information > Schedules

**Schedules**

- Room reservation
- Exam times
- Exam Schedule
- Class schedule

**Practical information**

- Schedules
- Calendar
- Procedures & Forms
- Book lists
- Library
- Centre of International Affairs
- Information Systems
- Credits
- Dictionary sites
- Working in Rotterdam: Tempo Team
- Exams
- Safety instructions
- Conversion table module codes
- Problems with your account

**Class schedule**  
Find your class schedule.

**Exam schedule**  
Find your exam schedule.

**Lecture times**  
Read the lecture times.

**Exam times**  
Read the exam times.

**Room reservation**  
What to do if you want to reserve a room?

Publicat: RBS / Kenmerk: 183665 / Aangemaakt: 14-10-2011 / Gewijzigd: 21-8-2017



Here you have to make a few choices.

>> **“soort”**: you select **“klassen”**; to check the schedule of a lecturer select **“docenten”**

>:

hint Hogeschool Rotterdam Intranet

zoeken in hint...

Home | RBS | Nieuws | Hogeschool | Studie | Voorzittingen & Services | Werken bij | English

1111 service@hr.nl 2222 veiligheid

Je bent hier: IBL - TMA - MASTERS > Practical information > Schedules > Class schedule

### Schedules

- Room reservation
- Exam times
- Exam Schedule
- Lecture times
- Class schedule

### Practical information

- Schedules
- Calendar
- Procedures & Forms
- Book lists
- Library
- Centre of International Affairs
- Information Systems
- Credits
- Dictionary sites
- Working in Rotterdam: Tempo Team
- Exams
- Safety instructions
- Conversion table module codes
- Problems with your account

## Class schedule

At RBS we work with quarterly schedules. Thus the schedule will be fixed for 8 weeks. Schedule changes will be communicated through RBS notifications.

NB: It is therefore of utmost importance that you are subscribed to the relevant groups on RBS Notifications.

Click [here](#) to access the schedules directly.

The schedule page is in Dutch. Below the names of the relevant schedules are listed in English.

Lesroosters kwartaal 1 is *Class schedule Block 1*

Lesroosters kwartaal 2 is *Class schedule Block 2*

Lesroosters kwartaal 3 is *Class schedule Block 3*

Lesroosters kwartaal 4 is *Class schedule Block 4*

Toetsrooster is *Exam schedule*

+ Favorieten

Publicat: W.Lincken / Kenmerk: 189677 / Aangemaakt: 14-10-2011 / Gewijzigd: 21-5-2017

<b>IFM</b> Lesrooster kwartaal 1 Lesrooster kwartaal 2 Lesrooster kwartaal 3 Lesrooster kwartaal 4 Zomerrooster	<b>IVL-Lero</b> Lesrooster kwartaal 1 Lesrooster kwartaal 2 Lesrooster kwartaal 3 Lesrooster kwartaal 4 Toetsrooster (Her)toetsrooster kwartaal 3 (Her)toetsrooster kwartaal 4	<b>RBS</b> Schedule Quarter 1 Schedule Quarter 2 Schedule Quarter 3 Schedule Quarter 4 Exam schedules
<b>RAC</b> Lesrooster kwartaal 1 Lesrooster kwartaal 2 Lesrooster kwartaal 3 Lesrooster kwartaal 4 Zomerrooster	<b>IVL-Pabo</b> Lesrooster kwartaal 1 Lesrooster kwartaal 2 Lesrooster kwartaal 3 Lesrooster kwartaal 4 (Her)toetsrooster	<b>Masters RBS</b> Schedule Quarter 1 Schedule Quarter 2 Schedule Quarter 3 Schedule Quarter 4
<b>Career Academy</b> Lesrooster kwartaal 1 Lesrooster kwartaal 2 Lesrooster kwartaal 3 Lesrooster kwartaal 4	<b>RMI</b> Lesrooster	<b>Masters ISO&amp;IVL Lesrooster</b>

**IMPORTANT: CHECK YOUR SCHEDULE EVERY WEEK AND LOOK AT THE TV SCREENS FOR ANY CHANGES IN YOUR SCHEDULE** (e.g. classroom changes, teachers being absent, etc.). The name of teachers who are absent that



# 5. Student Statute

In addition to Chapter 1 - 4, we would like to inform the non-EU students of extra conditions. Important information is given, please read carefully.

## Enrolment/Registration

To complete your registration in the student system (OSIRIS) at RBS, please ensure that you have handed in to the CoIA office all the required information mentioned in the application form.

Please hand in to the CoIA office:

1. Your certified diploma (if you have not handed that in with your original application).
2. A copy of your GBA registration after you have received the original form from the City of Rotterdam.
3. A copy of your residence permit (if you have not already handed this in with your original application).
4. All the above actions must be completed before 1st September. If not, RBS will cancel your registration as a student.

## Dis-enrolment

If a student wishes to terminate his/her studies; this can only be done at the end of an academic year and this is only possible if the student leaves the study programme for valid reasons. The student informs his coach and asks the coach for an exit interview.

In order to indicate that the student wishes to leave the study programme, the student informs the CoIA department (CoIA front desk; email: [coia-info@hr.nl](mailto:coia-info@hr.nl)) in writing and submits proof of enrolment in the new study programme or airplane ticket to the home country before 15 July (for the course starting in September).

If the student fails to inform the CoIA department or is late in doing so, the CoIA department is authorised to invoice the student for costs incurred.

It is not possible to terminate enrolment during the academic year, except in case of very serious illness. In this case an official statement from the doctor in attendance, which indicates that the student must interrupt his/her studies, must be submitted by the student.

## Important for students who want to dis-enrol early

### *Legal rights and obligations*

Enrolment as a student at Hogeschool Rotterdam entails at least the following obligations:

- Participation in practical classes in as far as they have been made compulsory in the Education and Examination Regulations.
- Proper behaviour in accordance with the rules of conduct set by Hogeschool Rotterdam.



## **Termination of enrolment**

- A student enrolls for an entire academic year. Premature termination with the right to restitution of tuition fees is possible only in certain situations.
- In case of illness enrolment in the year concerned is terminated by the Executive Board as from the month following the second full month in which the student has been unable to participate in the education.
- The Executive Board has established criteria in order to assess the reasonability of the request. These criteria concerns conditions of force majeure.
- A student who wishes to terminate his/her enrolment is to apply in writing to this effect with the Course Director.

Source: Student Guide Hogeschool Rotterdam (English version, page 15).

## **Examinations**

For each educational unit there is an examination. For each written examination a re-sit is offered within a reasonable period of time and preferably within the same part of the academic year as the original examination.

The RBS Examination Board (**examboard-RBS@hr.nl**) sets the rules for the examinations to be conducted in a proper manner and decides on measures that may need to be taken in this context.

Grades awarded remain valid for a period of 2 years, except for extensions of this period granted by the Examination Board.

## **Plagiarism**

Rotterdam Business School defines plagiarism as the incorporation of materials in a work for assessment which are not your own, in the sense that all or a substantial part of the work (more than 15%) has been copied without any adequate attempt at attribution, or has been incorporated as if it were your own.

To prevent plagiarism, RBS uses the Ephorus tool to check assignments, thesis and other work. Without prior notice, your documents may be checked using this tool. A printout of the plagiarism report from Ephorus showing a result of 15% or higher is automatically deemed plagiarised. Any lower score is in principle acceptable, but is always subject to final approval by the first reader and second reader.

The large-scale lifting/copying of other people's work from texts, papers, graphics, theses, or other material (without proper acknowledgement) will result in the lecturer (first reader) bringing the matter to the attention of the Course Director and Foundation Coordinator. The work and the Ephorus report will be submitted to a second reader and if the second reader also believes that plagiarism has been committed, sanctions will be applied. These sanctions could range from the student having to take a compulsory re-sit, to being expelled from the programme.





# 6. Examination Instructions

## Registration and identification

1. Students must report to the invigilator in the classroom 15 minutes prior to the commencement of the examination for registration.
2. In order to register, you must show your ID (identification document) and sign the attendance list. Valid identification documents are solely a valid passport, driver's licence, identity card or your student card. A copy or scan is not a valid identification document.
3. If you do not have one of the above mentioned valid identification documents with you, you cannot take part in the exam.

## Entering and leaving the examination classroom

1. After you have registered, you must switch off your mobile phone and put it in your bag. Closed bags may be placed in front of the table. Coats must be left in the front of the classroom. Lockers are available at the KZ location.
2. Every student receives the same number of answer sheets and pieces of scrap paper, if applicable. Only paper awarded by the invigilator can be used. At the end of the exam the same number of sheets handed out are taken in.
3. Students who are more than 10 minutes late are no longer allowed to take part in the exam.
4. Students cannot leave the classroom during the first 30 minutes of the exam regardless how long the exam is planned for.
5. When the exam is finished, papers are taken by the invigilator, including answer sheets, scrap paper, etc. unless stated otherwise on the exam.

## During the exam

1. Only the aids indicated on the front page of the exam paper can be used. Only calculators of the type Casio FX-82MS are allowed to be used.
2. During the exam no aids (books, notes, calculators, etc.) may be exchanged between students.
3. Lunch boxes and pen cases are not allowed on the tables.
4. Any form of headdress is not permitted during the exam unless it is an expression of religion. The face must be in view at all times.
5. Using the toilets after signing the attendance list is not allowed, until after the exam.

## Fraud

1. In cases where the invigilator suspects fraud, he/she has the right to confiscate the exam paper and the student is required to leave the room when he/she is requested to do so.
2. During the exam, silence is required and there shall be no activities that hinder other students in taking their exam. If a student disturbs the examination in any way, he or she will be asked to leave and further participation in the exam is ruled out. Speaking during the exam will be regarded as fraud.



3. The invigilator fills in the fraud registration form at the end of the exam and adds any materials of proof.
4. Fraud cases are handled by the Exam Board who also determine the punitive measure.

## **General**

1. Students follow all instructions of the invigilators.
2. If a student regards a decision or instruction given during the exam as unfair or disadvantageous, he/she can turn to the Exam Board.
3. For exams the regulations on the assessment and examination system, student handbook chapter II, remain fully applicable.



# 7. Information Supply

## Information Screens and HINT

Check HINT or the information screens every morning before you go to class. On the screens the lecturers are listed who are absent (before 09.00 hour) and on HINT you find many Announcements and news matters. Official information from RBS or individual lecturers may also be sent to students via the students' "Hogeschool Rotterdam" e-mail address. Private e-mail addresses (such as Hotmail or Yahoo) will **not** be used.

You are strongly advised to consult your 'school e-mail' every day.

## Reception Desk Kralingse Zoom

**Where?** Entrance/main hall

The staff at this desk can answer questions of a general nature. The Reception Desk (Meldpunt) of the Kralingse Zoom location is located in the Main Hall and can be reached by phone at 010 – 794 6201.

**Opening hours:**

The Reception Desk is open from Monday through Thursday from 08.00 to 22.30 hrs and on Fridays from 08.00 to 17.30 hrs.

## Front Desk Rotterdam Business School (This location is subject to change during the year)

**Where?** KZ.B2.119

The staff at this desk can answer questions about the programmes of Rotterdam Business School. Information about your class and schedule will be given. The Front Desk is located at KZ.B2.119 and can be reached by phone at 010 – 794 6351. Email: [administration.rbs@hr.nl](mailto:administration.rbs@hr.nl).

**Opening hours:**

The Front Desk is open from Monday through Friday from 08.00-17.00.

## Center of International Affairs (CoIA)

**Where?** KZ.B1.118

The staff of this office have admitted you to the school and have arranged your visa. They also arranged your insurance and all other matters that had to be arranged for your arrival in Holland.

The CoIA office can be reached by phone at 010 – 794 6250. Email: [coia-info@hr.nl](mailto:coia-info@hr.nl). Questions concerning your Permit to Stay, your insurance, bank account or other general things for people who have just arrived in Holland, can be asked at the front desk of the CoIA office (KZ.B1-114).

**Opening hours:**

Daily from 09:00-17:00.



## **Student Housing Office**

**Where?** Rochussenstraat RS.00.11

The staff will help you with everything that concerns housing. Any questions that you have about your apartment can be asked. You can also reach them by phone at 010 - 794 6263. Email: **StudentHousingOffice@hr.nl**

## **Using your Chip Card at Rotterdam University**

You can only pay by means of your chip card. This applies to the copiers, printers, restaurant, etc. at almost all locations of Rotterdam University.

## **Lost and Found**

If you find anything in the building, you can deliver it to the Reception Desk (Entrance). The caretakers register these articles and keep them at the Reception Desk for eight weeks maximum. After this period valuable items will be handed over to the police.

## **Posting and Mounting Advertising Materials in the School Building**

It is not allowed to move or mount anything in the hallways, in view of free passage and (fire) safety. If you want to mount posters etc. you can contact the Front Desk.

## **Smoking**

Smoking is not allowed in the school and the campus.

## **First Aid**

When first aid is needed, dial the emergency telephone number 2222 or contact the Reception Desk. First Aid kits are available at the administration offices of the study programmes and at the other departments. Here (and at the Reception Desk) you can also get Aspirin.



# 8. Facilities

## Computer Rooms/ ICT Helpdesk

Students have free access to the computer rooms, unless these are being used for lectures. You have access to the Internet. You can also use the Internet at home by using your school account. As soon as you have been registered with Rotterdam University and you have paid your tuition fees, you will be further informed about this.

The Helpdesk is in charge of installing, connecting and maintaining all (fixed) computer, audio-visual and telephone facilities of Rotterdam University. It also supports students and staff using these facilities. The Helpdesk provides laptops and audio-visual equipment for short-term loan. Maintenance of laptops other than those supplied on loan is definitely not a task of the Helpdesk ICT. If you need more information, you can contact the ICT Helpdesk at telephone number 010 – 794 1111, e-mail to [service@hr.nl](mailto:service@hr.nl).

## Copy Shop

Behind the Reception Desk the large, professional Copy Shop is located. The copiers in the building are available to all users. Payment is by means of your chip card. For printing theses and reports, A3 copies, colour copies, overhead sheets, etc. you can contact the service centre.

## Restaurant

At the Kralingse Zoom location you find the restaurant. The restaurant provides a wide range of products, from fresh rolls to hamburgers, from various snacks to soups and dairy products.

## BrasCafé

On the first floor of the Kralingse Zoom location (up the stairs at the main entrance) the Brascafé is located. Here you can buy and enjoy various (non-)alcoholic beverages.

## Vending Machines

In the building there are several vending machines where you can buy coffee, tea, rolls, candy bars and soft drinks. They are maintained by the catering company. You pay with your chip card.

## Sports Facilities

Join the Sports Centre at Erasmus University (EUR). Enjoy tennis, squash, fitness, aerobics and various team sports.



## Multi-Media Library (Mediatheek)

The Multi-Media Library at the Kralingse Zoom location is connected to the multi-media library of Erasmus University. This enables you to find information about a multitude of books and to borrow books from the EUR library.

### Mediatheek Kralingse Zoom

Location: KZ.D0.175

#### Opening Hours :

Monday	9.00 – 17.00 uur
Tuesday	9.00 – 17.00 uur
Wednesday	9.00 – 17.00 uur
Thursday	9.00 – 17.00 uur
Friday	9.00 – 17.00 uur

e-mail: **mediatheek.kz@hr.nl**

tel.: 010 794 6278








# 9. Book Lists Foundation Courses

On HINT you will find the latest version of the book lists.

## Intensive Course 6 months

Foundation Programme – Intensive Course 6 months

**Click here for the booklist.**

<input checked="" type="checkbox"/>		<b>Academic Writing for International Students of Business</b> » <a href="#">Lees meer</a>
<input checked="" type="checkbox"/>		<b>Critical Thinking Skills</b> » <a href="#">Lees meer</a>
<input checked="" type="checkbox"/>		<b>English Grammar in Use Book with Answers and Interactive e-book</b> » <a href="#">Lees meer</a>
<input checked="" type="checkbox"/>		<b>Fundamental Financial Accounting Concepts / 10th edition</b> » <a href="#">Lees meer</a>
<input checked="" type="checkbox"/>		<b>Principles of Marketing: Global Edition</b> » <a href="#">Lees meer</a>
<input checked="" type="checkbox"/>		<b>Research Methods for Business Students</b> » <a href="#">Lees meer</a>



## SEPTEMBER 2021

Foundation Programme – Extensive Course 12 months

**Click here for the booklist.**

		<b>Academic Writing for International Students of Business</b> » <a href="#">Lees meer</a>
		<b>Critical Thinking Skills</b> » <a href="#">Lees meer</a>
		<b>English Grammar in Use Book with Answers and Interactive e-book</b> » <a href="#">Lees meer</a>
		<b>Fundamental Financial Accounting Concepts / 10th edition</b> » <a href="#">Lees meer</a>
		<b>Managing and Organizations</b> » <a href="#">Lees meer</a>
		<b>Principles of Marketing: Global Edition</b> » <a href="#">Lees meer</a>
		<b>Research Methods for Business Students</b> » <a href="#">Lees meer</a>



**Enjoy your studies!**

**Exceed expectations  
and  
good luck!**

