

Maastricht University

'Profileringsfonds' Regulations

Adopted by the Executive Board

on 4 July 2023

following approval by the University Council

Effective as of 1 September 2023
and updated as of 1 September 2024 regarding Part V

The 'Maastricht University Profileringsfonds Regulations' is a translation of the 'Universiteit Maastricht Profileringsfondsregeling'. This translation has no legal force.

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PART I General provisions¹

Article 1 Definitions

In these Regulations, the terms below are defined as follows:

- a. *administrative activities*:
 - student membership of:
 - the University Council
 - the faculty boards
 - the faculty councils
 - the faculty programme boards
 - the faculty programme committees
 - the boards of student organisations of any size with full legal capacity which, in the opinion of the Executive Board, operate in the interests of UM and/or the UM programme followed by the student
 - one-off activities of an administrative or social nature which, in the opinion of the Executive Board, are in the interests of UM and/or the UM programme followed by the student
- b. *administrative months*: financial support, expressed in months, for additional study costs resulting from a study delay that can reasonably be expected to arise due to participation in administrative activities, whereby a delay of five ECTS counts for one administrative month of €345.50
- c. *tuition fee*: the (statutory or institutional) tuition fee that the student is, in accordance with Article 7.45 or 7.46 of the WHW, required to pay for a bachelor's or initial master's programme
- d. *Executive Board*: the Executive Board of Maastricht University
- e. *Complaints Service Point (CSP)*: the central desk at UM where a complaint, objection or appeal can be lodged, located in the Student Services Centre
- f. *DUO*: the Dienst Uitvoering Onderwijs, i.e. the government agency responsible for the implementation of the Student Finance Act 2000
- g. *ECTS*: study load expressed in European Credit Transfer System credits, whereby 1 credit is equal to 28 hours of study
- h. *EU/EEA countries*: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden
- i. *EU/EEA student*: a student who is a national of an EU/EEA country
- j. *ISD*: the International Service Desk
- k. *non-EU/EEA student*: a student who is not a national of an EU/EEA country

¹ The general provisions set out in PART I (with the exception of Article 7) do not apply to PART V: 'Scholarships for international non-EU/EEA students.' PART I does, however, apply to PARTS II, III and IV.

- l. *nominal duration of study programme*: the duration of the programme according to the WHW/RIO: three years for a bachelor's degree and one, two, three or four years for a master's degree. This is the period within which the programme can be completed if students do not incur a study delay and the programme is not interrupted
- m. *support*: financial support from UM's 'Profileringfondsen' for the costs of an extended period of study due to a study delay arising from special circumstances as referred to in Article 3 of these Regulations
- n. *force majeure*: special circumstances as referred to in Article 3 paragraph 1c to f of these Regulations: disability or (chronic) illness, pregnancy and childbirth, family circumstances or an infeasible study programme (a study programme designed in such a way that it leads to study delay through no fault of the student's, e.g. because courses can no longer be taken and/or completed and no suitable alternative is on offer at UM, at least temporarily)
- o. *SSC*: the Student Services Centre
- p. *student*: the individual enrolled as a full-time student in a UM bachelor's or initial master's programme
- q. *academic year*: the year in which the student is enrolled, which starts on 1 September and ends on 31 August of the following calendar year
- r. *study costs*: living costs incurred while following a study programme at UM; for the purposes of these Regulations, these costs do not include tuition fees
- s. *study delay*: ECTS credits that a student fails to obtain during the period referred to in Article 4 paragraph 1b of these Regulations, assuming a nominal study load of 60 ECTS per academic year. If in a given academic year fewer than 60 ECTS can be obtained for the curriculum for which the student is enrolled, the maximum number of ECTS that can be obtained forms the basis for determining the duration of the study delay incurred. Credits not obtained for courses, internships or education that are not part of the student's regular curriculum do not count when determining the duration of the study delay, whereas credits obtained for courses, internships or education belonging to a previous year of the curriculum do count towards the study delay. In the case of simultaneous enrolment in two study programmes, the accumulated ECTS obtained from both programmes count when determining the duration of the study delay. Any period during which a student is deregistered does not count towards the study delay.
- t. *SSV*: student sport association(s)
- u. *Top-level sport months*: financial support, expressed in months, for additional study costs resulting from a study delay incurred due to participation in top-level sport, whereby a delay of five ECTS counts for one top-level sport month of €345.50
- v. *UM*: Maastricht University
- w. *UM SPORTS*: the unit within the SSC offering sport and recreational activities for staff and students
- x. *WHW*: the Higher Education and Research Act (8 October 1992, Bulletin of Acts and Decrees 1992, 593 and as subsequently amended)
- y. *WSF 2000*: the Student Finance Act 2000 (29 June 2000, Bulletin of Acts and Decrees 2000, 286 and as subsequently amended).

The definitions of any other terms in these Regulations that are also referred to in the law shall have the meaning conferred to them in the law.

Article 2 Purpose of the Regulations

Articles 7.51 to 7.51i of the WHW stipulate that UM shall make provisions for the financial support of students enrolled at UM if due to **special circumstances** they expect to incur or have incurred a **study delay**, whereby in order to obtain a degree their period of enrolment will exceed the nominal duration of the study programme and therefore give rise to additional study costs. These Regulations elaborate on articles 7.51 to 7.51i of the WHW with further details applicable to UM students.

Article 3 Special circumstances

1. In accordance with the WHW, the following are recognised as constituting special circumstances that can entitle a student to financial support for additional study costs if they directly cause an expected or incurred study delay:
 - a. membership of the board of the university council, the faculty board, the faculty council, the programme board, a programme committee or a student organisation of any size with full legal capacity, which receives administrative months from or on behalf of the Executive Board to distribute among its board members
 - b. one-off activities of an administrative or social nature which, in the opinion of the Executive Board, are in the interests of the institution and/or the study programme followed by the student
 - c. illness or pregnancy and childbirth
 - d. a disability or (chronic) illness
 - e. special family circumstances (e.g. serving as carer for a family member)
 - f. an infeasible study programme
 - g. participation in top-level sport
 - h. special circumstances other than those referred to under a to g, which, if an application for financial support on such grounds were not to be honoured by the Executive Board, would result in excessive unfairness.
2. The special circumstances as referred to in paragraph 1c to f are classed in these Regulations as 'force majeure'. The additional conditions and procedure for financial support in the case of a study delay caused by force majeure are set out in PART II.
3. The requirements set for the nature of a student organisation to qualify for administrative months for each required board position, and the procedure for granting financial support in the form of administrative months to the nominated student in the event of expected study delay resulting from appointment to the board of such a student organisation, are set out in PART III.
4. The requirements set for the nature of the top-level sports activities and the procedure for

granting financial support in the form of top-level sport months in the event of a study delay incurred due to participation in top-level sport are set out in PART IV.

Article 4 General conditions for eligibility for financial support

1. Pursuant to these Regulations, a student shall be eligible for financial support for the additional study costs incurred as a result of an (expected) study delay if the student, in the academic year in which the study delay arises due to a special circumstance as referred to in Article 3:
 - I. is enrolled as a full-time student in a bachelor's or initial master's programme at UM for the entire academic year; and
 - II.
 - a. in the case of a study delay for a bachelor's programme: has not yet been enrolled at UM for a period exceeding the nominal duration of the bachelor's programme in question (i.e. three academic years), or
 - b. in the case of a study delay for an initial master's programme: has not yet been enrolled at UM for a period exceeding the nominal duration of the master's programme in question (ranging from one to four academic years).
2. A student shall also be eligible, under the conditions set out in paragraph 1, if the student is enrolled in an initial master's programme that the Executive Board has determined, based on Article 7.4a paragraph 8 of the WHW, involves a workload of more than 60 ECTS per academic year.
3. A student shall also be eligible, under the conditions set out in paragraph 1, if the student is enrolled in a study programme that has not been reaccredited.

Article 5 Scope and determination of financial support for a study delay caused by special circumstances

1. The period of study delay that is eligible for financial support pursuant to these Regulations shall, irrespective of the special circumstance that caused it, amount to a maximum of 12 months per academic year and per the entire period of the student's enrolment at UM.
2. The financial support shall amount to €345.50 per month of expected or incurred study delay, regardless of the special circumstance that will cause/caused it.
3. Only a study delay of more than five ECTS caused by special circumstances qualifies for financial support under these Regulations. A study delay of less than one month (fewer than five ECTS) does not qualify for financial support.
4. In the case of a master's programme with a workload of more than 60 ECTS as referred to in Article 4 paragraph 2, the extent of the study delay shall partly be determined by the workload in ECTS for the programme in question (the nominal duration of the study programme).
5. If two or more special circumstances (force majeure, administrative activities and/or top-level sport) co-occur *simultaneously*, the circumstance of the longest duration is counted when determining the amount of financial support to be granted. If two or more (different

or the same) special circumstances arise *in succession* within one academic year, the sum of these circumstances is counted when determining the amount of financial support to be granted.

6. If the student has been awarded a one-year extension of the performance grant in accordance with Article 5.2b of the WSF 2000, the student no longer qualifies for financial support under the present Regulations.
7. If 12 administrative months are allocated for a board position described as full time in the application for administrative months by a university student organisation (see Article 5 of PART III), the statutory fee-paying student appointed to that position must also submit to the SSC an application for exemption from statutory tuition fees in connection with a full-time board position. If the student fails to do so, the student shall be awarded not 12 but 9 administrative months, provided that the student meets the general conditions for financial support under the present Regulations.

Article 6 Payment of financial support

1. The financial support provided under these Regulations shall be paid in the form of a grant. The grant is paid in the form of a lump sum (not instalments) no later than three months after approval of the student's application to the Profileringsfonds, on the understanding that administrative months are paid out after 1 January of the academic year in which the relevant administrative activities were performed.
2. The financial support provided under these Regulations can only be paid out if the student is enrolled as a full-time student at UM at the time of the payment request.

Article 7 Scholarships for non-EU/EEA students

Non-EU/EEA students who are enrolled in a full-time UM bachelor's or initial master's programme for which they have not yet received a degree, and who pay the institutional tuition fee for their programme, may be eligible for financial support from the Profileringsfonds not only for the costs of the study delay, but also in the form of a UM scholarship for non-EU/EEA students. The conditions, application procedures and selection procedures of the available scholarships can be found in PART V and on the UM website under *Home/Support/Before your studies begin/International students (before coming to Maastricht)/Scholarships*. The conditions set out in PART I of these Regulations do not apply to financial support in the form of scholarships for non-EU/EEA students.

Article 8 Authority to deviate from these Regulations (hardship clause)

If the implementation of the present Regulations would lead to extreme unfairness in an individual case, the SSC director may deviate from these Regulations in favour of the student.

Article 9 Legal protection

1. The student concerned may file an objection against a decision on an application for financial support made pursuant to these Regulations to the Executive Board, for the attention of the Complaints Service Point (CSP), within six weeks of the date of the decision letter. More information on filing an objection can be found on the UM website under [Complaints Service Point: the service desk for students for objections, appeals or complaints - Maastricht University](#).
2. Within six weeks of the announcement of the decision on the objection, the student concerned may file an appeal against this decision to the Administrative Jurisdiction Division of the Council of State (ABRvS), PO Box 16137, 2500 BC The Hague.

Article 10 Mandate

The Executive Board has mandated the SSC director to take decisions on the basis of these Regulations, with the exception of decisions taken on the grounds of Article 9 (objections) and decisions taken on the grounds of Article 4 paragraph 1 under e and Article 5 paragraph 2 of PART III (Special circumstances arising from administrative activities).

Article 11 Transitional regulation

If a student is granted financial support or deemed to qualify for such in a decision taken on the basis of the UM 'Profileringfond's' Regulations for the 2022/23 academic year or earlier, this decision shall be honoured, provided that, during the academic year in which the study delay was incurred due to special circumstances, the student (still) meets the conditions applicable at the time of the decision.

Article 12 Entry into force and title of Regulations

Adopted by the Executive Board at its meeting of 4 July 2023 following approval from the University Council. These Regulations will enter into force on 1 September 2023. The Regulations are updated every year where Part V is concerned, and subject to a substantive overhaul every three years. These Regulations can be referred to as the UM 'Profileringfond's' Regulations.

PART II Special circumstances arising from force majeure: additional conditions and procedure for applying for financial support in the event of a study delay

Article 1 Reporting special circumstances and measures to limit study delay

1. To be eligible for financial support under these Regulations, the student must report (or have another party report) to a faculty study adviser or a student dean as soon as possible any circumstance covered by 'force majeure' as referred to in Article 3 paragraph 1c to f of PART I of these Regulations that either has led or could/will lead to a study delay. The study adviser or student dean discusses with the student potential measures to prevent or minimise (further) study delay. The student is obliged to undertake every effort to comply with the recommendations of the study adviser or student dean. The study adviser and the student dean record the date of the report, the nature of the special circumstance arising from force majeure and, as far as possible, the period/extent of the study delay and any arrangements made with the student. If the student switches study programme/faculty, the special circumstance arising from force majeure must be reported to the study adviser at the new faculty.
2. The report referred to in paragraph 1 must be made as soon as possible, but in principle no later than two months after the special circumstance arises.
3. If the student has an existing disability or (chronic) illness that predates the study programme and that could affect his/her study progress, the student is urged to report this to Disability Support within two months of the start of the programme. The reporting of such to Disability Support is equated to notifying the student adviser or the student dean as referred to in Article 1. Reporting to a UM psychologist or any other UM employee is not, however, recognised as reporting in the sense of paragraph 1 and does not entitle the student to financial support under these Regulations. Students with a disability or (chronic) illness must also contact the study adviser as soon as a study delay arises as a result of the disability or (chronic) illness.
4. If the student does not make the report within two months of the start of the programme or the occurrence of the special circumstance arising from force majeure, the student shall not be entitled to financial support for a study delay that arose prior to two months before the report was made, unless the student's reasoned appeal to have the late report forgiven is accepted.

Article 2 Determination of study delay

1. The actual extent of the study delay caused by special circumstances of force majeure shall be determined at the end of the academic year in which the circumstances occurred, unless the extent of the study delay can be established with certainty in the course of that academic year.
2. The extent of the study delay shall be determined on the basis of various factors, including the duration of the special circumstance of force majeure, the actual delay incurred, the

programme timetable and the period during which the delay can be made up. The study delay calculated in this way is expressed in months and determines the amount of the financial support for which the student qualifies.

3. If the student obtains 60 or more ECTS within an academic year, the student cannot be said to have incurred a study delay, even if the ECTS obtained are for different study programmes, extracurricular activities or assessments that belong to a previous curriculum year.

Article 3 Fixed duration of study delay for pregnancy and childbirth

Contrary to Article 2 paragraphs 1 and 2 of PART II, the duration of the (expected) study delay resulting from pregnancy and childbirth shall be fixed at four months. If the actual study delay exceeds four months due to complications arising from the pregnancy or childbirth, the student may be eligible for additional months of financial support.

Article 4 Applying for financial support

1. Applications for financial support on the basis of these Regulations must be submitted by the student to the secretariat of the SSC Profileringsfonds using the relevant Profileringsfonds application form. The applicant shall receive confirmation of receipt by email.
2. Applications must be submitted by email as soon as possible after the academic year in which the study delay arose as a result of special circumstances of force majeure, but at the latest within six months of the end of the academic year (i.e. before 1 March of the following academic year). If the student graduates or deregisters during the academic year in which the study delay was incurred or before 1 March of the following academic year, he/she must submit the application at least two months before deregistering to allow adequate processing time.
3. The application must include:
 - a. the completed and signed UM Profileringsfonds application form
 - b. if the application concerns a study delay incurred due to a disability or (chronic) illness: a statement signed and dated by a (treating) physician or psychologist, indicating the period during which the special circumstances requiring treatment occurred
 - c. if the application concerns a study delay expected due to pregnancy and/or childbirth: a written statement from a GP or midwife, a birth announcement card or a copy of the birth certificate
 - d. if the application concerns a study delay caused by special family circumstances: written evidence of these circumstances and the period during which they occurred
 - e. if the application concerns a study delay caused by infeasibility of the study programme: an explanation to this effect from the student and a statement from the faculty.

4. If the application is incomplete, the student shall be informed of the missing documents and given a reasonable deadline for adding them to the application. If the missing documents are not submitted by this deadline without a valid reason, the application will not be processed and the student shall be notified of such.

Article 5 Processing of application for financial support, referral to DUO funding and decision on the application

1. Applications directed to the SSC director shall be submitted to the student dean for a recommendation. If intending to recommend rejection of the application, the student dean may, if requested, give the student the opportunity to put forward his/her point of view. In preparing the recommendation, the student dean may also request additional information from the study adviser.
2. The SSC director shall, on behalf of the Executive Board, reach a decision within eight weeks of receipt of the application. This period will be suspended starting from the day on which the SSC invites the student to complete the application until the day on which the application is either completed or the deadline for completion has passed.
3. Students shall not be eligible for financial support on the basis of these Regulations insofar as they are entitled to a one-year extension of the performance grant provided by DUO—the priority funding provision as referred to in Article 5.2b of the WSF 2000—if, according to a doctor's statement, the student cannot successfully complete the final exams within the nominal duration of the programme due to a disability or (chronic) illness. To verify this, the student must, at the request of the student dean, submit a recent DUO overview indicating how many months remain of the student's performance grant at the time of study delay. The student will be given a reasonable period in which to comply with this request.
4. The decision on the application will result in:
 - allocation of financial support for the determined number of months of the study delay, or
 - determination of the number of months of the study delay due to special circumstances arising from force majeure, accompanied by rejection of the application for financial support from the Profileringsfonds because the student is eligible to apply for an extension of the performance grant provided by DUO, which is considered the priority funding provision, or
 - rejection of the application for financial support because the student does not meet the general conditions for eligibility, the causal link between the study delay and the special circumstance has not been demonstrated, or the study delay amounts to fewer than five ECTS credits, or
 - refusal to consider the application, either because it was not submitted on time or because it was incomplete and the student failed to complete it in full before the deadline given. The student will be informed of the decision not to consider the application within

two weeks of submission of the incomplete application or after the deadline for completion of the application has passed.

5. The SSC director's decision will be communicated by email to the student and accompanied by the recommendation of the student dean. The decision also indicates how and when an objection can be filed in accordance with Article 9 of PART I.

PART III Special circumstances arising from administrative activities: additional conditions for students and student organisations, procedure for determining and allocating the total administrative months budget, and procedure for applying for administrative months by student organisations and student board members

Article 1 Conditions for eligibility for administrative months as a student board member

1. A student shall only be eligible for financial support for the additional costs incurred as a result of a reasonably expected study delay due to administrative activities if he/she:
 - a. undertakes *university* or *faculty* administrative activities, and
 - b. is, during the period in which the administrative activities are undertaken, nominated for administrative months by the secretary of the UM representative body, the board of a student organisation that qualifies for the allocation of administrative months or the SSC director/faculty dean on the basis of a one-off activity of an administrative or social nature.

Article 2 University administrative activities

1. *University* administrative activities undertaken by a student as referred to in Article 1a of PART III of these Regulations include:
 - a. student membership of the University Council
 - b. membership of the board of university student organisation (association/foundation) *of any size* and with *full legal capacity*, whose application for entitlement to administrative months for its board members on the basis of Article 5 paragraph 1 of these Regulations is accepted by the SSC director on behalf of the Executive Board
 - c. serving as (co-)organiser of an activity recognised by the SSC director on behalf of the Executive Board as an important one-off activity of an administrative or social nature that can be expected to lead to a substantial study delay.

Article 3 Conditions for eligibility for administrative months as a university student organisation

1. A *university* student organisation shall be eligible for administrative months if it meets, in addition to the conditions referred to in Article 2b, each of the following conditions.
 - a. The university student organisation:
 - is run by students for students
 - has a statutory objective that is not restricted to a single faculty or programme
 - has been registered for a minimum of two years with the Chamber of Commerce
 - is a non-profit organisation
 - does not pay its administrators

- is financially healthy and keeps up-to-date records that can provide adequate insight into its finances and activities
 - has, as of 1 March of the academic year in question, a minimum of 50 active and/or paying members, at least 80% of whom are enrolled as students at UM
2. endorses the standards of and actively pursues a policy to ensure compliance with the UM Code of Conduct for the Introduction Period. (See: [Maastricht University regulations - Maastricht University](#) for the latest version)
3. In addition, the activities of the *university* student organisation are:
- of added value primarily for UM student life as well as that of the students of Zuyd University of Applied Sciences
 - support UM's objectives as an open, inclusive academic community with a mix of Dutch, European and international students
 - in line with the values of Global Citizenship Education at UM (see www.maastrichtuniversity.nl/global-citizenship-education/global-citizenship-education).

Article 4 Faculty administrative activities

1. *Faculty* administrative activities as referred to in Article 1a of PART III of these Regulations include:
- a. student membership of a faculty council
 - b. student membership of a programme board
 - c. student membership of a programme committee
 - d. student advisory membership of a faculty board or equivalent position recognised by the Executive Board
 - e. membership of the board of a faculty student organisation (study associations, foundations) *of any size* and with *full legal capacity*, whose application for entitlement to administrative months for its board members on the basis of Article 5 paragraph 2 of these Regulations is accepted by the faculty dean on behalf of the Executive Board. After consulting with the faculty council, the faculty dean shall draw up further criteria for this purpose, including the requirement that the faculty student organisation endorses the standards of and actively pursues a policy to ensure compliance with the UM Code of Conduct for the Introduction Period
 - f. serving as (co-)organiser of a one-off activity of an administrative or social nature that is recognised by the faculty dean as important to the faculty and that can be expected to lead to a substantial study delay.

Article 5 Procedure for university/faculty student organisations for applying for administrative months for their board members

1. A *university* student organisation that meets the conditions of Article 3 of PART III of these Regulations and wishes to qualify in the coming academic year for administrative months for the financial support of its board members for an expected study delay due to administrative activities must, before 1 March of the current academic year, submit a substantiated application to this effect, signed by the organisation's chair. This application should be addressed to the SSC for the attention of the Executive Board, and submitted via email: profileringsfonds@maastrichtuniversity.nl. On behalf of the Executive Board, the SSC director decides on this application within eight weeks. If the application is accepted, the SSC shall ensure that the university student organisation receives a UM Application Form for Administrative Months by University Student Organisations each year.
2. A *faculty* student organisation that meets the faculty rules as referred to in Article 4e of PART III of these Regulations and wishes to qualify in the coming academic year for administrative months for the financial support of its board members for an expected study delay due to administrative activities must, before 1 March, submit a substantiated application signed by the organisation's chair to the dean of the relevant faculty. On behalf of the Executive Board, the dean decides on the application within eight weeks.

Article 6 Determination of and allocation by the Executive Board of the administrative months budget for the coming academic year

1. After consulting the University Council, the Executive Board shall, in June of each year, determine the budget for the administrative months for the coming academic year. The University Council has the right of consent on the determination and allocation of the administrative months across the recognised university student organisations (excluding the MUSST Sports Council, the SSV and the INKOM working group).
2. The duration of the reasonably (expected) study delay as a result of student membership of the University Council is fixed at four months, or five months if the student is part of the Presidium.
3. The duration of the reasonably (expected) study delay as a result of membership of the board of the INKOM working group is fixed at 10 months.
4. In determining and allocating the administrative months budget for eligible student board members of *university* student organisations (excluding the INKOM working group), the SSV and the MUSST Sports Council, the Executive Board is advised by the SSC director, who in turn is advised by the Administrative Months Distribution Committee, the MUSST Sports Council and the UM student deans, respectively.
5. The duration of the reasonably (expected) study delay as a result of student membership of the faculty boards, the faculty councils and the faculty education committees of the various bachelor's programmes is fixed at two months.

6. The administrative months budget for the various faculty study associations is allocated based on the number of students enrolled at each faculty on 1 October of the current academic year.

Article 7 Recommendation of the SSC director to the Executive Board on the determination and allocation of the administrative months budget based on the recommendations of the Administrative Months Distribution Committee and the MUSST Sports Council

1. The SSC director shall, in May of each academic year, make a recommendation to the Executive Board on the required administrative months for the coming academic year and their allocation across the University Council, the faculties, the INKOM working group, the university student organisations, the MUSST Sports Council and the SSV.
2. The SSC director shall base the recommendation for the required administrative months and the allocation of those months across the various university student sports clubs on the proposals of the MUSST Sports Council, which are themselves based on criteria set by the Council that do justice as far as possible to the objective of the Profileringsfonds Regulations to provide financial support for the additional study costs incurred by students as a result of a reasonably expected study delay due to membership of the board of a student sports club.
3. The SSC director shall be advised on the required administrative months and their allocation across the *university student organisations* (not being the MUSST Sports Council and the SSV) by the Administrative Months Distribution Committee.

Article 8 Composition and task of the Administrative Months Distribution Committee

1. The Administrative Months Distribution Committee shall be installed annually by the SSC director based on a lottery among the board members of the university student organisations that qualify for administrative months (excluding the MUSST Sports Council and the SSV). Each university student organisation that qualifies for administrative months shall make one of its board members available annually to sit on the Administrative Months Distribution Committee at the invitation of the SSC director. The Committee is composed of seven board members thus appointed from the university student organisations and one student member of the University Council.
2. In February, the SSC shall invite all university student organisations allocated administrative months in the current academic year to apply for the administrative months required to financially support board members with additional study costs caused by the expected study delay for the coming academic year.
3. Applications are submitted to the Administrative Months Distribution Committee and contain, at a minimum, an explanation of the student organisation's objective, the number of members, the activities of the past academic year, the activities planned for the coming academic year, the intended number of board members, the job description of each board member and, based on experience, an indication of their average working hours per week.

4. The Administrative Months Distribution Committee shall consult with the board representatives of each university student organisation. A student dean shall attend these meetings as an observer. Based on its findings, the Administrative Months Distribution Committee submits a proposal to the SSC director on the determination and allocation of the administrative months budget across the university student organisations that have submitted an application on time.
5. The SSC director shall base his/her recommendation to the Executive Board on the proposal of the Administrative Months Distribution Committee, unless the SSC director has good reason to deviate from this proposal.

Article 9 Guidelines for the Administrative Months Distribution Committee

1. The administrative months for university student organisations are allocated primarily on the basis of the estimated average workload of each board position and the study delay that each student board member is expected to incur as a result. The student organisation is entitled to administrative months in proportion to the average weekly workload of each board position, 12 months only being allocated in the case of an average workload of more than 40 hours per week throughout the entire board year.
2. The average workload for administrative activities per week for each board position shall be determined based on evidence such as the activity diaries of the board for the calendar year prior to 1 March of the current academic year.
3. Students who are part of a committee within a student organisation but who are not also board members and registered as such at the Chamber of Commerce are not eligible for administrative months.
4. The Administrative Months Distribution Committee verifies whether the student organisation (still) meets the conditions stipulated in Article 3 of PART III.
5. When allocating administrative months across the student organisations, the Administrative Months Distribution Committee shall also take into consideration:
 - the (development in the) number of registered student members/fee-paying members pursuant to Article 3 paragraphs 1 and 2 of PART III and the percentage of international students belonging to the organisation
 - the distribution of student members/fee-paying members across the UM faculties
 - whether the activities of the student organisation are also open to students of Zuyd University of Applied Sciences and to non-members
 - whether the activities of the student organisation contribute to:
 - o the integration of international students into the Maastricht student community
 - o the integration of UM students into the local Maastricht community
 - o the social safety of vulnerable groups of students, such as women, students with a disability, students of colour, students of different sexual orientations and gender, students of different religions

- the employability of Maastricht students after graduating
- the quality of the UM educational climate
- the cultural development of Maastricht students.

Article 10 Allocation of administrative months and nomination of individual student administrators for administrative months

After the Executive Board and the University Council approve the SSC director's recommendation in June, the SSC shall notify the university student organisations, the university and faculty representative bodies and the faculty deans no later than 1 September of the number of administrative months allocated to them for the next academic year. At the same time, the SSC shall instruct them to identify in writing by 1 November the students they wish to nominate for a certain number of administrative months in proportion to the study delay they expect to incur as a result of their appointment to a designated board position.

Article 11 Allocation of administrative months to the nominated student administrators

1. All nominated student administrators registered at UM are notified by SSC of their nomination by their student organisation or participation and representation council and receive a decision from the Director SSC. If the nominated student meets the conditions as mentioned in Articles 4 and 5 of PART I of these regulations, the administrative months reserved for the position will be granted to the student. The SSC will request the student administrator's bank details for disbursement. If the nominated student administrator does not meet the conditions as mentioned in Articles 4 and 5 of PART I of this scheme then the student will receive a negative decision
2. Student organisations may not oblige, under penalty of potential exclusion from the organisation, their board members to offer up their administrative months for alternative use in order to be able to apply for administrative months in the following academic year. Furthermore, student organisations may not redistribute to other student board members administrative months allocated for a specific board position that cannot be used because the student board member appointed to that position does not meet the conditions as mentioned in Articles 4 and 5 of PART I of this scheme.

Article 12 Payment of allocated administrative months, duty to report changes and repayment of excess administrative months

1. The administrative months allocated to individual student board members shall be paid in accordance with Article 6 of PART I.
2. Student board members who terminate their full-time enrolment at UM during the board year/current academic year (following interim de-registration due to graduation, interruption of study or transfer to a part-time study programme) or who stand down as a

board member before the end of the academic year (31 August) must notify the SSC of this as soon as possible. Any excess administrative months paid must be repaid pro rata. These repaid administrative months may not be allocated to replacement/substitute student board members appointed to the same position of the student organisation/participatory body in the same academic year.

**PART IV Special circumstances arising from participation in top-level sports:
additional conditions for financial support in the event of a study delay**

Article 1 Conditions for eligibility for top-level sport months as a top athlete

1. Taking into account the provisions of these Regulations, the SSC director may, on behalf of the Executive Board, allocate financial support for additional study costs to UM students who incur a study delay due to their participation in top-level sport. This support is in the form of 'top-level sport months'.
2. Students who have incurred a study delay and who, in the relevant academic year,
 - a. are recognised as top athletes in accordance with paragraphs 3 and 4 of PART IV, and
 - b. are active as top athletes, and
 - c. meet the general conditions set out in Article 4 in conjunction with Article 5 of PART I shall be eligible for financial support provided that they have, taking into account the recommendations of the top-level sports coordinator at UM SPORTS, the study adviser and/or the student dean, made adequate effort to minimise the study delay as far as possible.
3. Students shall be recognised as top athletes under the present Regulations if they hold a Sporting Talent ID card (Sporttalentpas) from Limburg Sport indicating that they fall under one of the following categories of athletes, based on the national criteria laid down by the NOC*NSF:
 - A status
 - Selection status (SelecS)
 - International Talent (IT)
 - National Talent (NT)
 - Promising status (Bel)
 - Federation status (BS)
 - Regional status 1 (RS1).
4. International students who are not in possession of a Sporting Talent ID card from Limburg Sport shall also be recognised as top athletes under the present Regulations if they can present a 'status email' from Limburg Sport identifying the (comparable) category of athlete to which they belong.
5. Applications for recognition as a top athlete must be submitted before 1 October of each academic year to the Executive Board, for the attention of the top-level sports coordinator at UM SPORTS, accompanied by a copy of the Sporting Talent ID card or the status email from Limburg Sport identifying the (comparable) category of athlete to the student belongs.
6. Students who obtain their Sporting Talent ID card or status email from Limburg Sport in the course of the academic year must submit their application for recognition as a UM top athlete to the top-level sports coordinator at UM SPORTS as soon as possible. Only the study delay resulting from top-level sport that is incurred after submission of this application can, at the end of the academic year, count towards an application for top-level

sport months.

7. Top athletes are required to report, within two months of its occurrence, any injury, illness or other special circumstance which may affect their status as a top athlete and/or their study progress to the top-level sports coordinator at UM SPORTS and the study adviser. Not reporting such circumstances may have consequences for the allocation of top-level sport months for the academic year in question.

Article 2 Maximum financial support in the event of a study delay caused by participation in top-level sport

1. The duration of the financial support for the costs of a study delay incurred due to participation in top-level sport shall, without prejudice to the provisions of Article 5 paragraph 1 of PART I of these Regulations, amount to a maximum of five top-level sport months per academic year for all students belonging to the categories of athletes referred to in Article 1 paragraph 3 of PART IV, with the exception of students in the athlete category Regional Status 1 (RS1).
2. The duration of the financial support for top athletes with a study delay in the category Regional Status 1 (RS1) shall amount to a maximum of three months per academic year.

Article 3 Determination of the study delay and application for top-level sport months

1. The actual extent of the study delay caused by participation in top-level sport shall be determined at the end of the academic year in which the delay arose, unless the extent of the delay can be established with certainty in the course of that academic year.
2. The extent of the study delay shall be determined on the basis of various factors, including the duration of the top-level sport activities in relation to the actual delay incurred as expressed in ECTS, the programme timetable and the period during which the delay can be made up. The study delay calculated in this way is expressed in months and determines the number of top-level sport months for which the student qualifies, on the understanding that, pursuant to Article 2 of PART IV, a maximum of three or five top-level sport months can be granted.
3. The student submits the application for financial support on the basis of these Regulations, using the UM Profileringsfonds Top-Level Sports Application Form, to the secretariat of the SSC Profileringsfonds.
4. The application period for the academic year in which the study delay was incurred ends on 1 March of the following academic year.
5. The provisions of Article 4 paragraphs 3 and 4 of PART II shall apply mutatis mutandis.

Article 4 Processing of applications for top-level sport months

The provisions of Article 5, paragraphs 1, 2, 4 (excluding the second bullet) and 5 of PART II

shall apply mutatis mutandis to the processing of applications for and decisions taken concerning financial support for the additional study costs incurred due to a study delay caused by participation in top-level sports.

PART V Conditions and procedure for scholarships for international non-EU/EEA students

Article 1 Available scholarships

1. The scholarships available for non-EU/EEA students are:
 - the UM NL-High Potential Scholarship
 - the UM Brightlands Talent Scholarship
 - the UM Academic Achievement Scholarship
 - the UM Global Studies Scholarship
 - the MU Fulbright Award
2. These scholarships are fully or partly financed by the UM Profileringsfonds.

Article 2 UM NL-High Potential Scholarship

1. Conditions for awarding a UM NL-High Potential Scholarship. The student:
 - a. is a national of a country outside the EU/EEA, Switzerland or Suriname and meets the requirements to obtain a visa and residence permit for the Netherlands
 - b. does not hold dual nationality of an EU/EEA country
 - c. has applied for admission to a full-time UM master's programme or the full-time bachelor's programme in Global Studies
 - d. meets the specific admission requirements of the relevant master's programme or bachelor's programme in Global Studies
 - e. has not previously participated in a regular higher education programme in the Netherlands; however, students who have previously followed an exchange programme in the Netherlands may apply
 - f. will not be older than 35 at the start of the programme
 - g. achieved excellent academic results during an earlier degree or other prior education, as demonstrated by means of an academic transcript.
2. Two-step application procedure. The student:
 - a. registers via Studielink for a UM master's programme or the bachelor's programme in Global Studies
 - b. applies for the intended scholarship programme for non-EU/EEA students

3. Selection and award procedure:

The ISD checks all scholarship applications for correctness and completeness and forwards complete applications to the faculties. Each faculty selects the top 5% of applications and sends its selection to the ISD for a final check. The ISD confirms the faculty's selection and notifies all scholarship candidates of the status of their application: selected/on waiting

list/rejected. The selected students accept the scholarship by signing the award letter and returning it within five working days. Unsuccessful applicants receive a letter informing them of such.

Article 3 UM Brightlands Talent Scholarship

1. Conditions for awarding a UM Brightlands Talent Scholarship. The student:
 - a. is a national of a country outside the EU/EEA and Switzerland and meets the requirements to obtain a visa and residence permit for the Netherlands
 - b. does not hold dual nationality of an EU/EEA country
 - c. has not previously participated in a regular higher education programme in the Netherlands; however, students who have previously followed an exchange programme in the Netherlands may apply
 - d. will not be older than 35 at the start of the programme
 - e. agrees to become an active Brightlands and UM ambassador during and after the study programme by sharing his/her experiences in at least one information meeting for students and/or stakeholders
 - f. has been (conditionally) admitted to the relevant UM master's programme.
2. Two-step application procedure. The student:
 - a. registers via Studielink for a UM master's programme delivered at one of the Brightlands campuses: [ja-masters-programme-um-brightlands-talent-scholarship-en2023pdf \(maastrichtuniversity.nl\)](#)
 - b. applies for a UM Brightlands Talent Scholarship for non-EU/EEA students

3. Selection and award procedure:

The ISD checks all scholarship applications for correctness and completeness and forwards complete applications to the faculty selection committees. The selection committee of the UM Brightlands Talent Scholarship selects the top 5% of applications. The five highest-ranked candidates are interviewed. The selection committee comprises a UM policy officer for internationalisation, an employee of the UM Diversity and Inclusivity Office, a representative of the Province of Limburg, a professor involved in the relevant study programme and an ISD employee. The ISD notifies all scholarship candidates of the status of their application: selected/on waiting list/rejected. The selected students accept the scholarship by signing the award letter and returning it within five working days. Unsuccessful applicants receive a letter informing them of such.

Article 4 UM Academic Achievement Scholarship

1. Conditions for awarding a UM Academic Achievement Scholarship. The student:
 - a. is a national of a country outside the EU/EEA and Switzerland and meets the requirements to obtain a visa and residence permit for the Netherlands

- b. does not hold dual nationality of an EU/EEA country
 - c. will not be older than 35 at the start of the programme
 - d. has completed or is in the process of completing a UM bachelor's programme with a grade point average (GPA) of at least 8.0
 - e. agrees to become an active UM ambassador during and after the study programme by sharing his/her experiences in at least one information meeting for students and/or stakeholders
 - f. has been (conditionally) admitted to a UM master's programme
2. Two-step application procedure. The student:
- a. registers via Studielink for a UM master's programme
 - b. applies for a UM Academic Achievement Scholarship for non-EU/EEA students

3. Selection and award procedure:

The ISD checks all scholarship applications for correctness and completeness and forwards complete applications to the faculty selection committees. Each faculty selects the top 5% of applications. The ISD notifies all scholarship candidates of the status of their application: selected/on waiting list/rejected. The selected students accept the scholarship by signing the award letter and returning it within five working days. Unsuccessful applicants receive a letter informing them of such.

Article 5 UM Global Studies Scholarship

1. Conditions for awarding a UM Global Studies Scholarship. The student:
- a. is a national of a country of the 'Global South', defined as the least developed countries (column 1), low-income countries (column 2) and lower middle-income countries (column 3) in Africa, Asia (including the Middle East), Latin America and the Caribbean, based on the definition of the Organisation for Economic Co-operation and Development (OECD); see [DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf \(oecd.org\)](https://www.oecd.org/dac/data-collections/data-collections-dac-list-of-oda-recipients-for-reporting-2022-23-flows.pdf)
 - b. meets the requirements to obtain a visa and residence permit for the Netherlands
 - c. does not hold dual nationality of a country from the 'Global North'
 - d. has not previously participated in a regular higher education programme in the Netherlands; however, students who have previously followed an exchange programme in the Netherlands may apply
 - e. will not be older than 35 at the start of the programme
 - f. agrees to become an active Global Studies and UM ambassador during and after the study programme by sharing his/her experiences in at least one information meeting for students and/or stakeholders
 - g. has been (conditionally) admitted to the UM bachelor's programme in Global Studies
2. Two-step application procedure. The student:

- a. registers via Studielink for the bachelor's programme in Global Studies
- b. applies for the intended scholarship programme for non-EU/EEA students

3. Selection and award procedure:

The ISD checks all scholarship applications for correctness and completeness and forwards complete applications to the UM Global Studies selection committee. This committee selects the top 5% of applications. The ISD notifies all scholarship candidates of the status of their application: selected/on waiting list/rejected. The selected students accept the scholarship by signing the award letter and returning it within five working days. Unsuccessful applicants receive a letter informing them of such.

Article 6 MU Fulbright Award

1. Conditions for awarding an MU Fulbright Award. The student:

- a. meets the conditions set by the MU Fulbright Award
- b. enrolls before 1 February in an initial master's programme starting on 1 September

2. Application, selection and award procedure:

- a. The student applies for the scholarship according to the procedure of the Fulbright Student Program
- b. The Fulbright Center Amsterdam processes and assesses the application
- c. The Fulbright Center Amsterdam pays out the scholarship to the student
- d. The ISD reimburses the Fulbright Center Amsterdam for the scholarship amount paid out