



Maastricht University *Leading in Learning!*



Student Handbook 2010–2011

University College Maastricht
Faculty of Humanities and Sciences





Maastricht University

Student Handbook

2010-2011

University College Maastricht
Faculty of Humanities and Sciences

Colophon

Student Handbook for (International) Students
University College Maastricht
Faculty of Humanities and Sciences, Maastricht University

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Important note on this handbook

The UCM Student Handbook 2010-2011 is a condensed guide providing you with essential
information on academic procedures and other issues related to your studies at University
College Maastricht.

Additional information and updates on the information provided in this handbook will be
made available to students during the academic year.

Please note that every student enrolled in the UCM Bachelor's program is responsible
for knowing and complying with the academic rules and procedures as provided in this
handbook and is thus expected to know its content.

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Table of contents

Academic Guide

Academic Calendar 2010–2011	A2
1 University College Maastricht & Maastricht University	A5
2 Educational Organization & Procedures	A7
2.1 Registration at Maastricht University	A7
2.2 UM-card	A7
2.3 Student pigeonholes	A8
2.4 Mailbox of the Office of Student Affairs	A9
2.5 Student e-mail accounts	A9
2.6 Notice board	A9
2.7 EleUM & Blackboard	A9
2.8 Student Monitor	A10
2.9 Course evaluation	A10
2.10 Course schedules & course manuals	A10
2.11 Tutorial groups	A10
2.12 Classrooms	A11
2.13 Books	A11
2.14 E-readers	A11
2.15 UCM laptop service	A11
2.16 Credits	A12
2.17 Course registration	A12
2.18 Compulsory attendance requirement	A13
2.19 Withdrawal from courses, learning communities/skills trainings or projects	A13
2.20 Sickness and absence	A14
2.21 Examination results & transcripts	A14
2.22 Following courses at other UM departments	A14
2.23 Graduation	A15
2.24 Procedure of termination of UM registration	A15
2.25 Binding Study Advice	A16
3 Academic Advising & Curriculum Planning	A19
3.1 Academic Advising	A19
3.2 Roles and responsibilities	A19
3.3 Office of Academic Advising	A21
3.4 Semester Abroad	A21
3.5 Capstone	A22
3.6 Checklist for effective academic planning	A22

4 Academic Rules & Regulations	A25
4.1 Regulations on Education and Examinations of University College Maastricht	A25
4.2 Rules and Regulations concerning the Bachelor's Examination of University College Maastricht	A40
5 UCM Building & Facilities	A51
5.1 Zwingelpuut 4	A51
5.2 Office hours	A51
5.3 Common room	A51
5.4 Computer room	A51
5.5 Helpdesk	A51
5.6 Reading room	A52
5.7 Lockers	A52
5.8 Lost and found	A52
5.9 Study association 'Universalis'	A52
5.10 Alumni association 'Luminous'	A52
5.11 Map Zwingelpuut 4	A53
6 Organization of the College	A57
6.1 Office of Student Affairs	A57
6.2 Management Team	A57
6.3 Board of Studies	A57
6.4 Board of Admissions	A58
6.5 Examination Committee	A58
6.6 Curriculum Committee	A58
6.7 ExtrAct	A59
6.8 Student Representation	A59
7 University Library	A61
7.1 Locations	A61
7.2 Learning Resource Centers	A61
7.3 Collections in the UL	A61
7.4 Collections of other libraries	A61
7.5 UL contact details and addresses	A62
8 Facebook	A63

A = Academic Guide

S = Social Guide

SOCIAL GUIDE

1 The Netherlands and the City of Maastricht	S1
1.1 The Netherlands	S1
1.2 The History of South Limburg and Maastricht	S3
1.3 Maastricht: an overview	S4
2 Money matters	S7
2.1 The euro	S7
2.2 Changing money	S7
2.3 Opening a Dutch bank account	S7
2.3.1 Day-to-day finances	S8
2.3.2 Banks in Maastricht	S8
2.3.3 Bank opening hours	S8
2.4 Paying for things	S8
2.4.1 Cash and bank cards	S8
2.4.2 Cash dispenser (or Automated Teller Machines, ATMs)	S8
2.4.3 Credit cards and cheques	S9
2.4.4 Bank transfers	S9
2.4.5 Chipper & Chipknip	S9
2.4.6 UM Card	S9
2.4.7 Loading your UM Card	S10
3 Legal matters	S11
3.1 Student Law Agency	S11
4 Religion	S13
5 Sports	S15
5.1 University Sports Organization	S15
5.1.1 UM Sports	S15
5.1.2 MUSST	S15
5.1.3 Student Sports Associations	S16
5.2 Sports Programmes	S16
5.2.1 University Sports and membership UM SPORT	S16
5.2.2 Private Sports Club	S17
5.2.3 Sports Facilities	S17
5.3 Competitive Sports	S19
6 Lifestyles	S21
6.1 Finding groups and clubs	S21
6.2 A few suggestions	S21
7 Student Services	S27
7.1 Student Services Centre (SSC)	S27
7.2 Visitors' Centre and student registration	S27
7.3 UM Career Services	S28
7.4 Student Guidance	S29
7.5 Student Housing - Kamerburo	S31

7.6	Studium Generale - Lectures, debates, theatre, comedy, music	S31
7.7	Sports	S32
7.8	Tafelstraat - Broaden your view	S32
7.9	Center for European Studies (CES)	S32
8	On the move	S35
8.1	The bicycle	S35
8.1.1	Buying a second hand bicycle	S35
8.1.2	Bicycle theft	S35
8.2	Bicycle laws	S36
8.2.1	General bicycle laws	S36
8.2.2	Inner City Regulations	S36
8.3	Public Transportation	S36
8.3.1	General bicycle laws	S36
8.3.2	Inner City Regulations	S36
8.3.3	Travelling Abroad	S37
8.3.4	Rent a car	S38
8.3.5	Taxis and trein-taxis	S38
8.4	Driving your car	S39
9	Health care	S41
9.1	Family Doctor (<i>huisarts</i>)	S41
9.2	Medication	S42
9.2.1	Pharmacy (<i>apotheek</i>)	S42
9.2.2	Drugstore (<i>drogisterij</i>)	S42
9.4	Hospital	S42
9.4	Dentist (<i>tandarts</i>)	S43
9.5	Physiotherapist	S43
9.6	Student Psychologists and Deans	S43
9.7	Others	S44
9.8	Confidential advisor	S44
9.9	Studying with a disability, chronic illness or dyslexia	S44
10	Drugs	S47
10.1	Drug policy	S47
10.2	Coffeeshops	S47
10.3	Smoking ban	S47
11	Social Events and Important Dates	S49
11.1	Carnaval	S49
11.2	The Queen's Birthday - 30 April	S49
11.3	Dutch Memorial Day - 4 May	S49
11.4	Liberation Day - 5 May	S49
11.5	Preuvenemint	S50
11.6	Sinterklaas - 5 December	S50
11.7	Elfstedentocht	S50
11.8	Oktoberfest (Munich, Germany)	S50
11.9	Other events	S50

12	Working in the Netherlands	S53
12.1	Who can work?	S53
12.2	Work Permits	S53
12.3	BSN	S56
12.4	Finding a Job	S56
12.5	Contact Information	S56
13	Student Life	S57
13.1	Relaxing	S57
13.2	Bars	S58
13.3	Restaurants	S61
13.4	Dance Till Dawn	S63
13.5	Anything else?	S63
13.6	Cinemas	S65
13.7	Theatre	S65
13.8	Museums	S67
14	Shopping	S69
14.1	Supermarkets	S69
14.2	Ingredients	S70
14.3	Market day	S70
14.4	Bookstores	S71
14.4.1	Selexyz dominicanen	S71
14.4.2	Books 4 Life	S71
14.4.3	www.Eduboox.nl	S72
14.5	Department stores	S73
14.6	Shopping Centres	S74
14.7	Voltage Transformer	S74
15	Communication	S75
15.1	Dutch Language	S75
15.2	Phones	S76
15.3	Pay phones	S76
15.4	Fax	S76
15.5	E-mail	S77
15.6	Post packages	S77
15.7	Important phone numbers	S79

APPENDIX 1

Official Institutions	S81
-----------------------	-----

APPENDIX 2

Information Sources	S82
---------------------	-----

APPENDIX 3

Social Calendar 2010–2011	S83
---------------------------	-----

Notes	S86
-------	-----

Map of The Netherlands	Inside frontcover
Map of Maastricht	Inside backcover



Foreword

Dear students,

First of all a warm welcome to all of you! Whether you just started at University College Maastricht (UCM), came back after summer break, or are here on exchange, this Student Handbook is a valuable resource for your study at UCM. The first part of the Student Handbook covers academic matters. The second part is a social guide to living and studying in Maastricht.

I urge you to read this Student Handbook carefully and always use it for reference. You are especially advised to read Chapter 4 on Rules and Regulations.

Every effort has been made to ensure that the information contained herein is accurate as of the date of publication (June, 2010). UCM reserves the right to correct errors and to make changes in policies, procedures and/or activities without prior notice. Changes and amendments made after publication will be posted on EleUM.

In case you still have questions or need more detailed information, the Office of Student Affairs will be happy to assist you during their office hours.

On behalf of all UCM staff I wish you well at UCM,

Harm Hospers
Dean UCM

UCM

UNIVERSITY COLLEGE MAASTRICHT

Merchandise



www.unigear.nl/universiteit/ucm

Overview Academic Year 2010-2011

Fall Semester 2010-2011		from	till
Period 1	8 Weeks	September 6, 2010	October 29, 2010
Period 2	8 Weeks	November 1, 2010	December 23, 2010
Period 3	4 Weeks	January 10, 2011	February 4, 2011
Resits Fall	1 Week	January 31, 2011	February 4, 2011

Spring Semester 2010-2011		from	till
Period 4	8 Weeks	February 7, 2011	April 8, 2011
Period 5	9 Weeks	April 11, 2011	June 10, 2011
Period 6	4 Weeks	June 14, 2011	July 8, 2011
Resits Spring	1 Week	July 11, 2011	July 15, 2011

Overview important dates 2010-2011

Fall Semester

August 23 – 27, 2010
 August 30, 31 – September 1, 2010
 December 10, 2010
 December 27 – January 7, 2011
 February 4, 2011

Inkom
 Introduction September Enrollment
 Deadline Course Registration Spring Semester
 Christmas Break
 Graduation Fall

Spring Semester

January 31 – February 2, 2011
 March 7 – 11, 2011
 March 4, 2011
 April 22, 2011
 April 25, 2011
 May 5, 2011
 May 6, 2011
 May 27, 2011
 June 2, 2011
 June 3, 2011
 June 13, 2011
 July 8, 2011
 August 9, 2011

Introduction February Enrollment
 Carnival
 Transcript Fall Semester
 Good Friday
 Easter Monday
 Liberation Day
 Bridging Day
 Deadline Course Registration Fall Semester
 Ascension
 Bridging Day
 Whit Monday
 Graduation Spring
 Transcript Spring Semester

Preliminary dates 2011 - 2012

July 18 – September 5, 2011
 August 29 – 31, 2011

Summer Break
 Introduction September Enrollment

Academic Calendar per period 2010-2011

Summer

week 28			week 29			week 30			week 31		
12/7 - 16/7			19/7 - 23/7			26/7 - 30/7			2/8 - 6/8		
week 32			week 33			week 34			week 35		
9/8 - 13/8			16/8 - 20/8			23/8 - 27/8			30/8 - 3/9		
					P1				Intro		

SEMESTER 1

Period 1

1			2			3			4		
week 36			week 37			week 38			week 39		
6/9 - 10/9			13/9 - 17/9			20/9 - 24/9			27/9 - 1/10		
5			6			7			8		
week 40			week 41			week 42			week 43		
4/10 - 8/10			11/10 - 15/10			18/10 - 22/10			25/10 - 29/10		
					P2						

Period 2

1			2			3			4		
week 44			week 45			week 46			week 47		
1/11 - 5/11			8/11 - 12/11			15/11 - 19/11			22/11 - 26/11		
5			6			7			8		
week 48			week 49			week 50			week 51		
29/11 - 3/12			6/12 - 10/12			13/12 - 17/12			20/12 - 24/12		
					D			P3			
Christmas											
week 52			week 1								
27/12 - 31/12			3/1 - 7/1 2011								

Period 3

1			2			3			4		
week 2			week 3			week 4			week 5		
10/1 - 14/1			17/1 - 21/1			24/1 - 28/1			31/1 - 4/2		
					P4				Intro		G
									R	R	R

SEMESTER 2

Period 4

1			2			3			4		
week 6			week 7			week 8			week 9		
7/2 - 11/2			14/2 - 18/2			21/2 - 25/2			28/2 - 4/3		
Carnival			5			6			7		
week 10			week 11			week 12			week 13		
7/3 - 11/3			13/3 - 18/3			21/3 - 25/3			28/3 - 1/4		
								P5			
8											
week 14											
4/4 - 8/4											

Period 5

1			2			3			4		
week 15			week 16			week 17			week 18		
11/4 - 15/4			18/4 - 22/4			25/4 - 29/4			2/5 - 6/5		
5			6			7			8		
week 19			week 20			week 21			week 22		
9/5 - 13/5			16/5 - 20/5			23/5 - 27/5			30/5 - 3/6		
								D		P6	
9											
week 23											
6/6 - 10/6											

Period 6

1			2			3			4		
week 24			week 25			week 26			week 27		
13/6 - 17/6			20/6 - 24/6			27/6 - 1/7			4/7 - 8/7		
										G	

Summer

5											
week 28			week 29			week 30					
11/7 - 15/7			18/7 - 22/7			25/7 - 29/7					
R	R	R	R	R							

Legenda:

P1 to P6	Publication of schedules
D	Deadline Course Registration
G	Graduation
Intro	Introduction freshmen UCM
R	Resits
	No educational activities



1 University College Maastricht & Maastricht University

Established in 1976, Maastricht University (UM) is the youngest university in the Netherlands, located in the country's oldest city with capitals such as Brussels, London and Paris only a short train ride away.

Maastricht University currently educates over 13,100 students and employs more than 3,500 people. UM is known for its innovative Problem-Based Learning system, its advanced research and its international orientation. Maastricht University consists of six faculties that offer a broad range of Bachelor's, Master's and postgraduate programs.

The UM faculties:

- Arts & Social Sciences
- Business & Economics
- Health, Medicine & Life Sciences
- Humanities & Sciences
- Psychology & Neuroscience
- Law

University College Maastricht is part of the Faculty of Humanities and Sciences and is the Liberal Arts & Sciences program of Maastricht University. Fully taught in English and with students from about 50 different nationalities, the international atmosphere is a true hallmark of UCM. Staff from all six UM faculties offer courses within their field of expertise at UCM ensuring high quality education.

2 Educational Organization & Procedures

2.1 Registration at Maastricht University

2.1.1 Registration for first year students

All first year students starting at UCM need to complete their registration at Maastricht University as soon as possible. Your registration is completed when all documents requested (such as a copy of your passport and certified copies of your diploma) as well as a proof of payment of your tuition fee have been received by the Office of Registration of Maastricht University.

2.1.2 Renewed registration for returning students

Returning students have to renew their registration at Maastricht University. All students who were registered at Maastricht University previous academic year have received a request to re-register via Studielink (www.studielink.nl). If you have not yet renewed your registration, please do so as soon as possible. If you have questions concerning your (re-) registration, please contact the Office of Registration as soon as possible at 043-388 5388 or send an e-mail to study@maastrichtuniversity.nl.

Please be informed that in case your (re-)registration is not completed, it will have serious consequences.

2.1.3 Certificate of registration

The formal certificate of registration will be given to all UCM students who have completed their registration. If you have not received a certificate of registration, please contact the Office of Registration.

2.1.4 Student Service Centre

The Student Service Centre of Maastricht University is specialized in student related issues such as accommodation, sports, information on studies and work, career advice, or psychological support. In addition, the SSC takes care of the tuition fees and the enrollment administration. There is an information and service desk in the main entrance hall of the Maastricht University Visitor's Centre at the Bonnefantenstraat 2. In the Social Guide you can find detailed information about the services provided by the SSC, as well as all relevant contact information.

The information desk of the Registration Office is located at the Student Service Center, address: Bonnefantenstraat 2 (study@maastrichtuniversity.nl).

2.2 UM-card

Every student registered at Maastricht University receives a photo-ID-card called the UM-card. The UM-card serves several purposes. The UM-card will be given to all UCM freshmen who have completed the registration procedure. If you have not received a UM-card, please contact the Office of Registration at 043-388 5388 or send an e-mail to study@maastrichtuniversity.nl.



More information on the UM-card can be found on the UM website:

www.maastrichtuniversity.nl – UM Organization – Service Centres – General and Technical Services – Producten en Diensten Facilitaire Dienst – UM Card

If you have any questions on or problems with your card, please check out this website first. On this website you will find all necessary forms in case of loss, theft or malfunctioning of your card.

2.2.1 Student ID-card

In combination with your certificate of registration the UM-card is your student ID-card and proves that you are registered as a student at Maastricht University. The UM-card is only valid as a student ID in combination with the certificate of registration.

2.2.2 University Library card

The UM-card serves as your library card in all facilities of the University Library.

2.2.3 Copying and printing

In the UCM Common Room and in other UM buildings, the UM-card can be used as a copying and/or printing card. Throughout the university you will find several UM-card recharging units through which you can transfer money from your Chipknip (see for more information on the Chipknip the Social Guide) or bank card onto your UM-card. After charging the card it can be used to pay for copying and/or printing.

The DocShop provides special copying services such as copying onto A3 format, making color prints, binding theses and reports etc. You can also buy your stationary (pens, notepads, markers, folders) at The DocShop. The locations of The DocShop are:

Randwijck UNS 40-50 on the bridge between the mensa and the library
Phone: +31 43 388 11 48
Opening hours: Monday - Friday 8:30 a.m. - 5:00 p.m.
E-mail: UNS40@thedocshop.eu

University Library Grote Looiersstraat 17
Phone: +31 43 388 47 94
Opening hours: Monday - Friday 8:30 a.m. - 6:00 p.m.
E-mail: UB@thedocshop.eu

Website: www.thedocshop.eu

2.2.4 Access to UCM building

The building is open from Monday to Friday from 8 a.m. until 5 p.m. As a UCM student your UM-card gives you access to the UCM building through the backdoor after office hours. The building is closed during the weekend.

2.3 Student pigeonholes

All UCM students have their own pigeonhole. The pigeonholes are located in the corridor on the ground floor of the UCM building. Pigeonholes are used by the Office of Student Affairs to distribute course related information. The pigeonholes can also be used by students to communicate with each other and by staff to contact students directly. A list with the names of all UCM students and the number of their pigeonhole is posted on the wall across the pigeonholes. Students keep the same pigeonhole throughout their stay at UCM.

2.4 Mailbox of the Office of Student Affairs

The mailbox of the Office of Student Affairs can be used by all students to leave messages for staff members of the College or academic committees such as the Board of Studies. You can find the mailbox in the green area at the main entrance hall of the UCM building. The mailbox can also be used to hand in hardcopies of assignments; in this case a Coversheet will have to be used (freshmen will be informed about handing in assignments at the start of their courses). It is not allowed to hand in assignments directly via staff pigeon holes.

2.5 Student e-mail accounts

Maastricht University provides each student with a personal e-mail account.

All student e-mail addresses are built up in a similar way:

initials.lastname@student.maastrichtuniversity.nl.

Via My UM information on access, username and password has been sent to your private e-mail address. First year and exchange students are introduced to the university e-mail procedures during the introduction.

If you want you can check your student e-mail account wherever you are by using the following link: <http://webmail.maastrichtuniversity.nl>

Please note that for the duration of your studies UCM will only use your UM student e-mail account for all e-mail correspondence.

2.6 Notice board

The notice board of the Office of Student Affairs is located in front of the Office of Student Affairs desk on the ground floor. Schedules, preliminary exam results and other course and study related information are posted on the notice board.

2.7 EleUM & My UM

EleUM is an electronic learning environment for staff and students of Maastricht University. This program provides information on courses and serves as a starting point for your learning activities. EleUM is used for important announcements from the Office of Student Affairs, to find information on courses and for handing in assignments electronically through Safe Assignment.

My UM is the UM intranet for employees and students. In My UM you will find personal data, schedules, results, etc.

First year UCM students are introduced to EleUM and My UM during the computer training that is part of the introduction.

To log on to EleUM go to: <http://EleUM.unimaas.nl>

To log on to My UM go to: <http://MyUM.unimaas.nl>

Stay informed!

Students are expected to check their pigeonhole, UM student e-mail account, the notice board, EleUM and My UM every day.

2.8 Student Monitor

In addition to education and research, Maastricht University also offers various facilities which support the learning and research processes and improve the student environment in more general terms. This can vary from computer facilities, information brochures and opening times of the public information desks, to sports facilities, the catering services and student fraternities. High quality of student facilities is of great importance to the Board of Governors. In order to be able to adapt and improve these facilities, input from students is essential. It is with this aim in mind that the UM Student Monitor has been set up.

Maastricht University takes the opinions of its students seriously, and acts quickly to meet the needs of students as reported in the Student Monitor surveys. Your opinion makes a difference!

If you join the electronic Student Panel, you regularly receive invitations by e-mail to take part in short surveys on issues that are important for you as a student. You can use the Student Monitor to give your opinion on a wide range of issues relating to the university. Its practical implementation is done by Flycatcher, a university-related research agency. Your privacy is guaranteed and your co-operation will be rewarded.

Read more at: www.flycatcher.nl/studentenmonitor.

2.9 Course evaluation

At the end of each course, students are asked to fill in a questionnaire to evaluate the course they followed. To ensure anonymity, students hand in their completed questionnaire via the Evaluation Mailbox in the green area. After the students have returned the questionnaires, an evaluation report will be written. These reports are reviewed by the Board of Studies, the Curriculum Committee and the Dean; and they are used by course coordinators to evaluate the quality of their courses. There is also one copy of the evaluation reports in the Reading Room available to all students.

Coordinator of course evaluation:	Wilfred van Dellen
	ZW 4, room 1.044
Telephone:	043-388 5474
E-mail:	wilfred.vandellen@maastrichtuniversity.nl

2.10 Course schedules & course manuals

Each course has its own schedule for all tutorial group meetings, lectures and if applicable practical training. Two weeks prior to the start of each course, these schedules are posted on My UM as well as on the notice board of the Office of Student Affairs. The course manuals will be available at the Office of Student Affairs one week prior to the beginning of the course. A pdf-format is also available on EleUM.

2.11 Tutorial groups

The Office of Student Affairs assigns students to tutorial groups for each course; these assignments cannot be changed.

During the tutorial meetings the subject matter will be discussed in the presence of a tutor. It is not allowed to use laptops during these meetings, as students tend to hide behind their laptops, and thus do not contribute to the discussion. Furthermore, the use of books and e-readers must be avoided as it inhibits actual preparation for the meeting.

2.12 Classrooms

In principal all classes take place in the classrooms within the UCM building. If classes take place at a different location this will be clearly indicated on the course schedule. If you are not sure about the abbreviation of the building, contact the Office of Student Affairs. The most commonly used abbreviations are TS (Tongersestraat), MBB (Minderbroedersberg), UNS (Universiteitssingel), BOU (Bouillonstraat), GL (Grote Looiersstraat) and GG (Grote Gracht).

2.13 Books and literature

The course manual of each course contains information about the reading material for the course.

Students are expected to purchase the mandatory course book. All books can be purchased at academic bookshop Selexyz located at Dominikanerkerkstraat 1 or bookshop De Tribune located at Kapoenstraat 8-10. Students can also purchase second hand books at the Books4Life bookshop, located in the cellar of the Maastricht School of Governance, Kapoenstraat 2. Other course reading materials are available in the UCM reading room, the University Library, in e-readers or on EleUM.

2.14 E-readers

E-readers are the electronic versions of a course manual. Students can access the e-reader of a course from EleUM or from the website of the University Library:

<http://ereaders.ub.unimaas.nl/nieuw/>

Articles in an e-reader appear on the computer screen as a hyperlink to a PDF-file (students can choose to read the articles from the computer screen or print them).

2.15 UCM laptop service

UCM students are given the opportunity to connect their laptops to the Maastricht University network. This service is easy, very convenient, and free! To take advantage of this opportunity, students must simply register their laptop with the UCM Help Desk (at the first floor). Once the laptop is registered, a student receives:

- Free wireless internet
- Free virus protection software and update service
- Free Windows update service
- Free troubleshooting support from the UCM Help Desk

All UCM students are eligible for this service and most laptops can be accommodated (Macbooks are supported as well). For more information on the UCM Help Desk, see Chapter 5.5.

2.16 Credits

Course load is expressed in ECTS credits. ECTS stands for 'European Credit Transfer System'. One ECTS credit corresponds to a workload of 28 hours. Students must complete 60 credits per academic year to cover a full academic workload. Most courses and projects count for 5 credits and skills trainings for 2.5 credits.

2.17 Course registration

Before the beginning of each semester students meet with their academic advisor to discuss the choice of courses, skills trainings and projects for the following semester. The Office of Academic Advising posts a course registration form on EleUM and in your pigeonhole twice a year. Students make an appointment with their academic advisor to discuss and fill out the registration form. The academic advisor signs the registration form. As soon as the Office of Student Affairs receives the registration form students will be enrolled into the courses, skills trainings and projects of their choice, after having checked compliance with prerequisites. The enrollment is considered to be definitive once students have been enrolled in courses. The deadlines for handing in registration forms are strict, and are included in the academic calendar. If students do not make an appointment with their academic advisor within the indicated period and via the communicated procedure, they will not meet the deadline. If students miss the deadline for the course registration, the Office of Student Affairs demands a compensation of € 35,- administration expenses. The dates for meetings with academic advisors, as well as the procedure for making these appointments, are announced on EleUM.

2.18 Compulsory attendance requirement

UCM has a compulsory attendance requirement for all courses, projects, skills trainings and course related practical training, as laid out in the Regulations on Education and Examinations of UCM and the Rules and Regulations concerning the Bachelor's Examination (see page A25).

For all tutorial group meetings the compulsory attendance requirement is 85% per course, skills training or project. The tutor records participation and attendance in tutorial group meetings.

2.18.1 Fail, pass and credits in relation to the compulsory attendance requirement

Students who have not met the attendance requirement but who have not missed more than 30% of the group meetings will be given a provisional overall grade point, but will not receive credit for the course. Students who have missed more than 30% of the group meetings fail the course.

No credits are awarded for courses in which a student has not met the attendance requirement.

2.18.2 Request for an additional assignment

Students who have not met the attendance requirement of a course, skills training or project can request an additional assignment to make up for the insufficient attendance. To qualify for an additional assignment a student cannot have missed more than 30% of the group meetings and must submit a completed request form 'additional assignment because of insufficient attendance' to the Office of Student Affairs, within 10 working days after completion of the course, skills training or project.

The coordinator of the course, skills training or project decides on the validity of the reasons given. If the coordinator decides that a student has valid reasons for not complying with the attendance requirement, s/he will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of tutorial group meetings missed, and the assignment must be completed and submitted to the coordinator concerned within 20 working days after the student has received the assignment.

Students who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and the provisional final grade will be declared valid. If the coordinator decides that the reasons for absence are not valid no additional assignment will be given.

2.19 Withdrawal from courses, skills trainings or projects

If a student wants to withdraw from a course, skills training or project s/he must inform the Office of Student Affairs by handing in a Withdraw / Switch Form. This form can be obtained at the Office of Student Affairs. The form needs to be signed by the Office of Academic Advising (please also see 3.3).

2.19.1 Time limits for withdrawal

If a student withdraws from a course, skills training or project within five working days after the start, it will be registered as withdrawn.

2.20 Sickness and absence

In cases of sickness or absence for more than eight consecutive days, students must inform the Office of Student Affairs in writing (preferably via e-mail). The written notification should include the student's name, ID number, address, and a brief description of the reason or cause and the expected duration of the absence. When the student returns, s/he must report to the Office of Student Affairs during the first consultation hour on the day s/he has returned.

Only when the procedure above is followed, it is possible to include the sickness report in the student's file for use in connection to examination reviews and requests for examination. In certain cases, the Examination Committee may require medical certification.

2.21 Examination results & transcripts

All examination results and transcripts are issued by the Office of Student Affairs. Preliminary examination and course results are posted on EleUM. Course results can also be checked in My UM. Official transcripts are issued by the Office of Student Affairs after confirmation of the examination results by the Examination Committee. Every student receives a transcript twice a year. If a student needs a transcript in between s/he can send an e-mail to the Office of Student Affairs. It will take one working day to process the transcript; the Office will post the transcript in your pigeon hole.

2.22 Following courses at other UM departments

The UCM Rules and Regulations allow students to take some courses outside the UCM Course Catalogue. This is called external education (see Chapter 4, art. 3.4). If a student wants to follow courses at another faculty of Maastricht University s/he needs to request permission from the UCM Examination Committee.

The Examination Committee (see Chapter 4) reviews and decides upon all requests. After receiving the decision letter of the UCM Examination Committee the student needs to ask permission to follow the course at the host faculty. Once a student is enrolled in a course at another faculty, the Office of Student Affairs of that faculty will inform the UCM student about the schedule, the grading and all other relevant information.

For external education at other UM faculties please be informed of the following procedure and deadlines:

1. The registration deadline for courses at other departments of the UM will be different from UCM's course registration deadline. Make sure to inform yourself about specific registration procedures and deadlines of other UM departments.
2. Students need to request permission from the Examination Committee. The request needs to be attached to the UCM course registration form and needs to include at least the list of course(s), amount of ECTS granted for the course at the host faculty, a description of the course, the period in which it is taught and the student's motivation why the course should be part of his or her UCM curriculum. The form must be signed by the academic advisor.
3. Permission to follow courses at other faculties of Maastricht University is only granted when the student's request is in compliance with the Rules and Regulations.
4. After successful completion of the course(s) the host faculty will process the results in SAP SLM (the UM administrative system). The results will be shown on the UCM transcript.
5. Students receive ECTS for courses taken at other faculties only if:
 - permission has been received from the UCM Examination Committee prior to enrollment in the course;
 - an official result is processed in SAP SLM after successful completion of the course.

2.23 Graduation

In order to graduate a student has to meet all UCM requirements for the Bachelor's examination (see Chapter 4.2).

Students fill out a 'graduation request form' in the first period of their last semester at UCM – (this is the semester during which a student completes all UCM graduation requirements) to be handed in at the Office of Student Affairs, thereby informing the Office of Student Affairs and the Examination Committee that s/he has the intention to graduate at the end of that semester. Graduation request forms are available on EleUM. Please be informed that it is possible to graduate at the end of every month (if all graduation requirements have been met), however graduation ceremonies are only held twice a year; in July and in January/February.

Maastricht University issues next to the Diploma a Diploma Supplement in English to every student as well as a transcript and two certified copies free of charge.

If you would like to graduate from UCM please take note of the following requirements and procedures:

1. Complete all the UCM requirements for the Bachelor's examination (see Art. 4.12 Rules and Regulations).
2. Fill out and hand in the graduation request form in time.
3. Complete Capstone.
4. Satisfy all financial obligations.

When graduating, you automatically become a member of UCM's alumni association Luminous (see for more information on 5.10 Alumni association).

2.24 Procedure of termination of UM-registration

If you would like to stop studying at UCM and terminate your registration at Maastricht University please take note of the following:

1. Schedule an exit meeting with your academic advisor through the Secretariat.
2. Withdraw for the upcoming courses at the Office of Student Affairs.
3. De-register at the UM (contact the Student Service Center for reimbursement of your tuition fee).
4. De-register at DUO ('Dienst Uitvoering Onderwijs' via Studielink (former IB-Groep).
5. De-register, if necessary, at Universalis.

Please be aware that if you are not properly de-registered you will have to pay tuition fee.

2.25 Binding Study Advice

Students enrolling in the UCM Bachelor's program are subject to a Binding Study Advice (BSA). This means that a student needs to have obtained at least 32.5 ECTS after two semesters of enrollment at UCM and at least 60 ECTS after four semesters. If a student's results are below these standards s/he will be given the advice to terminate his or her studies at UCM. This advice is binding, which means that the student is not allowed to continue his or her studies and is not allowed to enroll at UCM again for a period of six years.

2.25.1 Which students will receive a negative BSA?

Students that enroll at UCM and obtain less than 32.5 ECTS over the first two semesters of enrollment will get a negative BSA, unless any of the attenuating circumstances as described in the “Rules and regulations on education and examinations” do apply, making them exempt from the standard of 32.5 ECTS over 2 semesters.

A negative BSA will also be given to students who have failed to obtain at least 60 ECTS within a period of two years or four semesters after enrolling at UCM.

2.25.2 Who issues the BSA?

The BSA is issued by the Dean. The Dean bases the BSA on the information provided by the Examination Committee.

2.25.3 Procedure and timetable

UCM has certain responsibilities within the framework of the BSA. Students are not just given a negative BSA after 2 or 4 semesters at UCM. Below we briefly list all the steps that are part of the BSA procedure.

Admissions interview

The UCM Board of Admissions conducts interviews with the majority of applicants. The interview is an important part in the selection process of the College. After the interview, the Board of Admissions reviews an applicant's file and decides whether or not to select an applicant. For students that are invited to enroll, the interview is the first step in the BSA procedure.

First meeting with academic advisor

Within three weeks after the first day of classes, students meet with their academic advisor. Academic advisors receive the application form of a student as well as the interview report made by the Board of Admissions. If a student has received a warning from the Board of Admissions this advice will be discussed during this first meeting as well.

Continuously: Monitoring of results of all first and second semester students by coordinator Academic Advising

The coordinator of Academic Advising monitors the performance of all 1st and 2nd semester students. The results that students obtain are screened after each period on the basis of the progress rate (PR).

First course registration meeting with academic advisor

Before the start of their second semester every student has a meeting with his or her academic advisor. Most important topics of this meeting are the course preferences for the upcoming semester and the overall progress of the student. At that point in time, in order to be compliant with the BSA standard, a student should have earned 12.5 ECTS.

First warning by the Dean

On the basis of the results of the first semester the Dean will send out a study advice to all students. There are three types of advice:

1. No objections whatsoever against continuing studies at UCM: positive advice.
2. Reasons for concern (PR between 0.4 and 0.7).
3. Advice to terminate studies at UCM (PR below 0.4).

Meeting with representative Examination Committee and coordinator Academic Advising

All students with a type 2 or 3 advice receive a request for a meeting with a representative from the Examination Committee and the coordinator of Academic Advising to discuss the advice and determine the appropriate course of action.

Second course registration meeting with academic advisor

Before the end of period 6, every student has a meeting with his or her academic advisor to discuss the overall progress and the course preferences for the next semester. Students that approach the end of their 2nd semester must declare a concentration. These students should have obtained 32.5 ECTS by the end of period 6.

Second warning by the Dean

On the basis of the results of the first and second semester, as far as available, the Dean will send out a study advice to all students. Again, there are three types of advice:

1. No objections whatsoever against continuing studies at UCM: positive advice.
2. Reasons for concern (PR between 0.4 and 0.7).
3. Letter indicating intention to send out a negative advice including an invitation for a hearing (PR below 0.4).

BSA hearing

Before students receive a negative BSA they are given the chance to be heard by the Examination Committee, on behalf of the Dean.

After the second and fourth semester: Send out negative Binding Study Advice by Dean



3 Academic Advising & Curriculum Planning

3.1 Academic Advising

Academic Advising at UCM is aimed at allowing students to define and achieve their individual academic goals. The freedom to choose courses and thus design one's own, individual academic profile is essential to a Liberal Arts and Sciences program. However, as the process of course selection and proper preparation for the transition to a Master's program is complicated, students will only be able to truly take full advantage of that freedom if some type of assistance is available to them. This is where the academic advisor comes in.

At UCM, each student is assigned an academic advisor, immediately upon enrollment. This advisor may either be a staff member of UCM or one of the faculties of Maastricht University, or a study advisor from one of the faculties of Maastricht University. In principle a student has the same academic advisor for the entire time s/he is enrolled at the College. An academic advisor will usually have between twelve and fifteen advisees. Students meet with their advisor at least twice a year, but more often if they, or their academic advisor deem necessary.

The role of an academic advisor is to help the student make decisions regarding the content and planning of his or her individual curriculum. This assistance involves several administrative procedures, such as course registration. Primarily, however, the academic advisor provides his or her advisees with feedback and incentives to actively take responsibility for how they organize their studies, and to formulate concrete answers to questions such as: What do I find interesting? How do I combine my various interests into a meaningful curriculum? How do I evaluate my own academic progress? What kind of Master's program would I like to pursue upon graduation from UCM? What are my strengths, and where do I recognize the need and possibilities for improvement?

3.2 Roles and responsibilities

In order to provide clarity with regards to the mutual responsibilities and roles of advisors and advisees, UCM has formulated two sets of expectations, one dealing with the expectations advisees are justified to have with regards to their advisors, and another one listing the expectations advisors may have about their advisees.

The role of the academic advisor is:

- to understand the structure of the UCM curriculum and the academic and administrative processes involved (specifically: registration, course requirements, study abroad, credit transfer, exemption, withdrawal), and their aims;
- to understand the particular academic and other relevant aspirations of their advisees, and their concerns affecting their academic progress. This will be done through individual meetings with advisees;
- to help their advisees to understand the expected standards of achievement and the likelihood of success in certain areas of study – specifically their intended/chosen concentration;

- to help their advisees to develop an independent and clear understanding of their own educational (and career) objectives, and of how these objectives suit their demonstrated abilities and interests;
- to help their advisees develop an independent understanding of the relationships between courses, skills trainings, projects, concentrations, semester abroad, and the requirements for graduating in a timely and relevant way;
- to help their advisees to plan their own course of study. Advisors neither grant nor deny approval for particular academic actions;
- to refer advisees to other resources when appropriate;
- to attend meetings and sessions aimed at informing and training.

The role of the advisee is:

- to understand the structure of the UCM curriculum and the academic and administrative processes involved (specifically: registration, course requirements, study abroad, credit transfer, exemption, withdrawal), and their aims;
- to acquire the information needed to assume final responsibility for course scheduling, curriculum planning, and the successful completion of all graduation requirements;
- to independently seek the academic (and career) information needed to formulate and meet educational goals;
- to know the relevant policies, procedures, and rules of the College (and Maastricht University and DUO if applicable);
- to be prepared with accurate and relevant information when contacting the advisor;
- to keep the academic advisor up to date about any developments that are relevant to the academic progress and planning of the advisee.



3.3 Office of Academic Advising

The overall Academic Advising effort at UCM is being coordinated by the Office of Academic Advising. The office monitors the advising process, and provides academic advisors and students with general updates and other relevant information. In principle, the office will not deal with advisees other than their own at the specific, individual level, unless this is deemed necessary by either advisor, or student or both.

Office of Academic Advising: Nicolai Manie
 ZW 4, room 1.036b
 Telephone: 043-388 5495
 E-mail: nick.manie@maastrichtuniversity.nl

Office of Academic Advising: Oscar van den Wijngaard
 ZW 4, room 1.04o
 Telephone: 043-388 5489
 E-mail: oscar.vandenwijngaard@maastrichtuniversity.nl

3.4 Semester Abroad

UCM offers students the opportunity to study at a college or university abroad for one semester. For that purpose the College has set up student exchange agreements with several universities abroad.

Of course, students may also submit proposals for studying at universities or colleges with which the College does not have any contact. If a student decides to study abroad for one semester s/he has to submit a proposal to the Examination Committee. Only if the Examination Committee has approved a student's request, the credits obtained at the institution count towards a UCM Bachelor's degree.

Please note that all eligibility requirements, rules and regulations in the Semester Abroad Guide are applicable to all UCM students who wish to go on a semester abroad.

The International Relations Office (IRO) provides students not only with information on possible universities and colleges to go to but also on all other aspects of studying abroad such as application procedures, visa and availability of grants.

More information about eligibility requirements, exchange places and procedures is published in the Semester Abroad Guide, which is updated every year in October. For more information you can make an appointment with the international relations officer:

International Relations Officer: Ina Engelen
 ZW 4, room 1.032
 Telephone: 043-388 5475
 E-mail: ucm-semesterabroad@maastrichtuniversity.nl

Assistant International Relations Officer: Marieke van Riet
 ZW 4, room 1.032
 Telephone: 043-388 5475
 E-mail: ucm-semesterabroad@maastrichtuniversity.nl

3.5 Capstone

The capstone is the culmination of a student's academic course work at UCM. The capstone enables students to express their individual academic profile through a scholarly project during the last semester at UCM. As a subsidiary goal the capstone assists senior students in the preparation for the transition from undergraduate education to a Master's program or the labour market.

3.6 Checklist for effective academic planning

The checklist below has been designed to provide students with a framework within which to organize their individual planning. Many items from this list will be topics for discussion when advisees meet with their academic advisor.

First semester:

- First experiences: content and skills
- Which subject area/concentration is most attractive/feasible?
- Which higher level courses in later semesters may require 100-levels now, as prerequisites?
- First exploration of semester abroad plans: start research into wishes and possibilities
- Credits transfers and exemptions

Second semester:

- Evaluate overall progress
- Concentration needs to be declared; possibly with specific track within concentration
- Arrange courses taken so far according to concentration/general education
- Check course pre-requisites for next and following semesters
- Inventory of (possible) deficiencies in 100-level courses
- Make specific plans for semester abroad; include planning of core courses and necessary UCM 100-level courses, finalize planning if leaving during fourth semester
- Initiate thinking about Master's programs: third semester should be used for exploration of wishes, options, etc.

Third semester:

- Concentration and track evaluation: adjustments necessary? Consider implications for:
 - 100-levels
 - general education requirement
 - semester abroad and/or external education (which courses needed)
- Check course pre-requisites for next and following semesters
- Finalize planning semester abroad (if leaving during fifth semester)
- Start discussing specific ideas w/r Master's programs: fourth semester should be used for gathering information about entry requirements (courses, skills and tests/assessments), financing, etc.

Fourth semester:

- Review concentration: which courses should be added, based on:
 - Master's requirements and/or
 - Track definition
- Review situation transition to Master's program:
 - Deadlines for registration
 - Tests/assessments
 - If abroad: stay permit/visa, etc.
- Course deficiencies that need to be fixed through (additional) external education? Identify alternatives and submit request to Examination Committee.
- Check course pre-requisites for next and following semesters

Fifth semester:

- Review and finalize Master's application
- Last chance fixing course deficiencies
- Orientation/first preparation capstone project
- Alumni involvement

Sixth semester:

- Remaining Master's issues
- Capstone
- Final Academic Advising evaluation
- Farewell

4 Academic Rules & Regulations

All academic rules and procedures with regard to teaching and examinations are laid down in two documents: The Regulations on Education and Examinations of University College Maastricht and the Rules and Regulations concerning the Bachelor's Examination of University College Maastricht. Every student enrolled in the UCM Bachelor's program is responsible for knowing and complying with the rules and procedures as laid out in these documents and is thus expected to comply with their content.

We advise you to carefully read through these documents as this might save you a lot of time, disappointments and problems later. If you have any questions with regard to these rules and regulations do not hesitate to contact the UCM Examination Committee to ask for an explanation.

4.1 Regulations on Education and Examinations of University College Maastricht

Paragraph 1	General provisions	A26
art. 1.1	applicability of the regulations	A26
art. 1.2	definitions	A27
art. 1.3	aim of the degree program	A27
art. 1.4	form of the degree program	A28
art. 1.5	communication	A28
Paragraph 2	Admissions	A28
art. 2.1	board of admissions	A28
art. 2.2	eligibility	A28
art. 2.3	language proficiency	A28
art. 2.4	admissions procedure	A29
art. 2.5	colloquium doctum	A29
art. 2.6	credit transfer	A29
art. 2.7	right of appeal	A29
Paragraph 3	Structure of the degree program	A30
art. 3.1	study load	A31
art. 3.2	core and general education	A31
art. 3.3	concentration	A31
art. 3.4	external education	A32
Paragraph 4	Education	A32
art. 4.1	module	A32
art. 4.2	level	A32
art. 4.3	prerequisites	A32
art. 4.4	official language	A32
Paragraph 5	Assessment	A33
art. 5.1	general	A33
art. 5.2	nature of the examination	A33
art. 5.3	oral examinations	A34
art. 5.4	time limit for assessment	A34
art. 5.5	period of validity	A34
art. 5.6	right of inspection	A34
art. 5.7	fraud	A34

art. 5.8	grade point average (GPA)	A35
art. 5.9	progress rate (PR)	A35
art. 5.10	bachelor's examination	A35
art. 5.11	degree	A36
art. 5.12	special examinations for disabled students and athletes	A36
art. 5.13	right of appeal	A37
Paragraph 6	Academic Advising	A37
art. 6.1	student progress records	A37
art. 6.2	academic advising	A37
art. 6.3	study advice	A37
art. 6.4	binding study advice	A37
art. 6.5	standards for the negative binding study advice	A38
art. 6.6	personal circumstances	A38
Paragraph 7	Transitional and final provisions	A39
art. 7.1	amendment	A39
art. 7.2	publication	A39
art. 7.3	leave of absence	A39
art. 7.4	unforeseen cases	A40
art. 7.5	hardship clause	A40
art. 7.6	participation in UCM courses by students from other UM departments	A40
art. 7.7	date of commencement	A40
Appendix	Modules	A40
Article 1	Examination Committee	A41
Article 2	Composition of the Bachelor's Examination	A42
Article 3	Passes	A42
Article 4	Compulsory Attendance	A45
Article 5	Withdrawal from modules	A45
Article 6	Additional modules	A46
Article 7	Requirements of the UCM Bachelor's Examination	A46
Article 8	Declaration of concentration	A46
Article 9	Resit-examinations	A46
Article 10	Complaints on examinations	A46
Article 11	Directive on fraud	A46
Article 12	Execution and Date of Commencement	A48

Paragraph 1 – General provisions

art. 1.1 – applicability of the regulations

These regulations apply to the education and examinations of the Bachelor's degree program offered by University College Maastricht, hereinafter called: the degree program.

The regulations have been laid down by the Dean of UCM, having obtained the approval and advice of the Board of Studies, the Student Council and UCM's Advisory Council.

The regulations take effect on September 1, 2010 and apply to the academic year 2010-2011.

art. 1.2 – definitions

In these regulations the following terms have the following meanings:

1. WHW: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek: the Dutch Higher Education and Research Act;
2. student: person enrolled at the university for the purpose of receiving education and/or taking the interim examinations and examinations of the degree program;
3. module: unit of education in the degree program, as defined in the WHW, including any examination that forms part of it;
4. examination: unit of assessment as defined in art. 7.10 of the WHW;
5. practical exercise: a practical training or other activity combining teaching and learning, which is aimed at acquiring specific skills;
6. core: part of the degree program consisting of modules compulsory for all students;
7. general education: part of the degree program in which the student acquires the required breadth in the program;
8. concentration: part of the degree program in which the student gains in-depth knowledge of a cluster of academic areas;
9. course: module in which regular teaching takes place;
10. skills training: module in which skills trainings and workshops take place;
11. project: module in which education takes place by means of projects;
12. capstone: the concluding educational module/project at UCM;
13. transfer credit: credit obtained elsewhere that is accepted by UCM, prior to enrollment in the degree program;
14. grade point average: weighted average of all overall grades obtained by the student;
15. progress rate: the amount of ECTS obtained divided by the total amount of ECTS that could have been obtained;
16. bachelor's examination: final examination of the degree program;
17. 1 credit: study load of 28 hours of study, in conformity with Art. 7.4 WHW;
18. Examination Committee: board as referred to in Art. 7.12 WHW;
19. examiner: person appointed by the Examination Committee, who is charged with setting the examinations and determining their results;
20. committee of academic advisors: consultative body of academic advisors;
21. semester: period of 20 weeks, each academic year consists of 2 semesters;
22. course catalogue: register, kept under the responsibility of the Dean, of the modules offered by University College Maastricht;
23. C.B.E. College van Beroep voor de Examens. Board of Appeal for Examinations.

Other terms possess the meaning which the WHW confers on them.

art. 1.3 – aim of the degree program

1. Aim of the degree program is that, on graduation, the student possesses or has the ability to:
 - a. a broad perspective and a high level of academic and intellectual development, as well as profound understanding of a selection of subjects;
 - b. considerable fundamental knowledge of several disciplines, as well as knowledge and understanding of a number of essential social and academic issues;
 - c. more profound academic expertise in one concentration;
 - d. an understanding of the nature of academic knowledge and the process of scientific development;

¹ This concerns a credit in accordance with the European Credit Transfer System (ECTS).

- e. insight in academic and social developments and the attitude and skills required for life-long learning and professional growth;
 - f. practical skills (for instance computer and laboratory skills) at a level minimally required by a starting professional in the professional areas to which the degree program gives access; especially highly developed writing skills and knowledge of languages;
 - g. an overall attitude of professional responsibility and social interest.
2. Preparation for further studies, in particular the degree of Master of Arts or Master of Sciences.

art. 1.4 – form of the degree program

The degree program is taught fulltime.

art. 1.5 – communication

The board of the Faculty, the Dean of the College; the Examination Committee and the Examiners can, in communicating about teaching and exams, use the internet or e-mail.

Paragraph 2 – Admissions

art. 2.1 – board of admissions

The Dean of UCM appoints a Board of Admissions, which is responsible for the admissions procedure and admissions decisions.

art. 2.2 – eligibility

In order to be eligible for admission a prospective student needs a VWO diploma or an equivalent thereof.

art. 2.3 – language proficiency

1. Since English is the working language at UCM non-native speakers are required to demonstrate proof of proficiency. Students with an IB or European Baccalaureate diploma are exempted. Dutch students who in 5 VWO have a grade of 7 or higher, and students in 11th or 12th grade of the German Zeugnis der Allgemeine Hochschulreife who have a 8 (befriedigend) or higher are also exempted.
2. All other prospective students must present one of the following: a TOEFL (Test of English as a Foreign Language), an IELTS (International English Testing System) test, the Cambridge Proficiency English or the Cambridge Advanced Certificate before s/he can be registered.
3. The score of the TOEFL has to be at least 575 points (paper based version) or 230 points (computer based version) or 88 points (internet based version). The score of the IELTS test has to be at least 6.5. The Cambridge Proficiency English will be accepted if it has been obtained with a grade A, B or C and the Cambridge Advanced Certificate will be accepted if it has been obtained with a grade A or B.
4. The test must be passed before the student is enrolled at UCM.

art. 2.4 – admissions procedure

1. Prospective students are required to fill out an application form and write a personal statement, in which a student motivates his/her choice for UCM.
2. Through the application form academic performance, among other things is assessed.
3. The Board of Admissions reviews all completed application forms and personal statements and decides whether a student will be invited for an interview.
4. The evaluation of the interview and the personal statement aim at assessing the academic readiness of a prospective student.
5. After the interview the Board of Admissions makes an overall assessment of the file of each student and decides whether or not to invite a student to UCM.

art. 2.5 – colloquium doctum

1. The colloquium doctum examination as referred to in Article 7.29 of the WHW has the form of an assessment by the colloquium doctum committee of the complete record of relevant activities.
2. Purpose of the assessment is to assess if a prospective student can be expected to be able to successfully participate in the program of UCM, on the basis of his/her previous education, job experience or elsewhere obtained academic background.
3. The colloquium doctum committee further uses the same procedure and assessment criteria as articulated in article 2.3 and 2.4.

art. 2.6 – credit transfer

1. At a student's request the Examination Committee can exempt a student from modules to an overall study load of a maximum of 60 credits, on condition that the student:
 - a. either has similar module or modules completed in content and level of a degree program at another university;
 - b. demonstrates satisfactory knowledge and skills with regard to the module concerned as a result of his/her work or professional experience.
2. The Examination Committee decides upon credit transfer prior to the enrollment of the student in the degree program.
3. The Examination Committee decides on the credit value of the transferred education and its relation to the modules (courses, skills trainings and projects) in the degree program.

art. 2.7 – right of appeal

The applicant can appeal the decision made by the Board of Admissions with the examination appeals board (College van Beroep voor de Examens (CBE)). More information about CBE can be found in the Social Guide (Student Services Section) of this Student Handbook.

Paragraph 3 – Structure of the degree program**Table 3.1: structure of the degree program**

	courses (5 credits each)	skills trainings (2,5 credits each)	projects (5 credits each)	total (credits)
core	4 compulsory courses	max 4 introductory	max 2 introductory	40
general education	2 x 2 courses outside chosen concentration			20
concentration	16 courses; max 4 introductory min 4 advanced	6 skills trainings; Intermediate or advanced	3 projects; max 2 intermediate min 1 advanced	110
capstone	1 advanced level last semester unit of 10 credits			10
total	24 courses & capstone	10 skills trainings	5 projects	
credits	130	25	25	180

Table 3.2: regular program and study load for a semester

Period 1	Period 2	Period 3	Total for a semester
8 weeks	8 weeks	4 weeks	20 weeks
2 courses 1 skills training	2 courses 1 skills training	1 project	
12,5 credits	12,5 credits	5 credits	30 credits

art. 3.1 – study load

1. The study load of the degree program is 180 credits; one credit is equivalent to 28 hours of study.
2. A minimum of 120 credits of the program must be followed at UCM.
3. Core and general education consists of modules with an overall study load of 60 credits.
4. A concentration consists of modules with an overall study load of 120 credits.
5. The regular study load per semester is 30 credits.

art. 3.2 – core and general education

1. Part of the degree program, the core, consists of four courses listed in the appendix with a total study load of 20 credits, four skills trainings at introductory level with a total study load of 10 credits and two projects at introductory level with a total study load of 10 credits.
2. Part of the degree program, the four courses of the general education, consists of a total study load of 20 credits, equally divided over both concentrations outside the concentration chosen by the student. The student chooses these courses from the courses listed in the appendix of the Regulations on Education and Examination of UCM under the relevant concentrations.

art. 3.3 – concentration

1. Part of the degree program, the concentration, comprises 16 courses with a total study load of 80 credits. These courses relate to humanities, social sciences or sciences.
2. The student chooses the 16 courses of the concentration from the courses listed in the appendix that are part of the relevant concentration².
3. The courses of the concentration have to be at an advanced level to a credit value of at least 20 (four courses) and at introductory level to a credit value of at most 20 (four courses).
4. The requirement concerning the minimum amount of 300 level courses (4 courses) in cases where students follow courses that are more than 5 ECTS is as follows. Students need a minimum of 20 ECTS and a minimum of three courses.
5. Courses can be part of more than one concentration.
6. The concentration comprises six skills trainings at intermediate or advanced level, with a total study load of 15 ECTS.
7. The concentration comprises two projects at intermediate level and one project at advanced level, with a study load of 15 ECTS in total.
8. A student can replace two skills trainings at intermediate level with language courses offered by the UM language centre as listed in the second language course manual up to a maximum credit value of 5 ECTS.
9. Language training during a semester abroad is included in the maximum of 5 ECTS language training.
10. Capstone is the concluding educational unit at advanced level to be followed in the student's last semester at UCM, with a total credit value of 10 credits.
11. Subject to approval of the Examination Committee, a student may compose a program from the courses, skills trainings and projects of more than one concentration; the interdisciplinary concentration.

² For a student of UCM class of 2005 the concentration encompasses a minimum of 14 courses

art. 3.4 – external education

1. Subject to the prior approval of the Examination Committee, a student may follow modules that are provided by another faculty of Maastricht University on 300 level, another Dutch university or a university abroad (the semester abroad).
2. The maximum overall study load of the modules as referred to in section 1 is 60 credits.
3. A student is allowed to go abroad for one semester if the requirements to participate in the semester abroad program are met.
4. The semester abroad has to take place in the fourth or fifth semester of the degree program.
5. A student has to submit a motivated proposal of his/her external education program to the Examination Committee in advance.
6. An approved external education program can replace up to one semester or 30 credits of courses, skills trainings and a project at UCM.
7. A student can submit a motivated request to the Examination Committee to enlarge his or her external education program with additional credits.
8. The Examination Committee determines before the start of the external education how the results obtained shall be translated into UCM credits and which part of the degree program is replaced by the external education program.

Paragraph 4 – Education**art. 4.1 – module**

1. There are four different kinds of modules:
 - I. courses
 - II. skills trainings
 - III. projects
 - IV. capstone
2. Each module includes all the education and assessments of the relevant module.
3. One or more practical exercises are included in each module. They are listed in the course manual.

art. 4.2 – level

There are three levels at which a module can be offered:

1. introductory (100)
2. intermediate (200)
3. advanced (300)

art. 4.3 – prerequisites

1. The course catalogue states for those modules that have prerequisites, the specific prerequisites for entry in those modules.
2. A student can only start with a module if s/he complies with the prerequisites.
3. A student can be exempted from the prerequisites after written consent from the course coordinator.
4. All advanced (300) level courses have prerequisites.

art. 4.4 – official language

The degree program is taught in English.

Paragraph 5 – Assessment**art. 5.1 – general**

1. Part of each module is an examination to determine whether the student has achieved the educational objectives set for the module in a satisfactory manner. This includes advice about the student's participation in the module and the progress in his or her studies.
2. The assessment of an examination is expressed in any of the following grades:

Letter grade	Grade Point	Dutch grades	Description
A+	4.0	8.6 – 10.0	Excellent
A	4.0	8.0 – 8.5	
A-	3.7	7.7 – 7.9	Good
B+	3.3	7.4 – 7.6	
B	3.0	7.0 – 7.3	
B-	2.7	6.7 – 6.9	Pass
C+	2.3	6.4 – 6.6	
C	2.0	6.0 – 6.3	
C-	1.7	5.5 – 5.9	
D+	1.3	5.4	Fail but can be compensated
D	1.0	5.0 – 5.3	
F	0.0	0.0 – 4.9	Fail

3. The assessment of an examination can range from:
 - Excellent, in letters: A+ and A;
 - Good, in letters: A-, B+ and B;
 - Pass, in letters: B-, C+, C and C-;
 - Fail, but compensation possible by means of grade point average (art. 4.9), in letters: D+ or D;
 - Fail and cannot be compensated, in letters: F.
4. In case the student has made all the required efforts during the module but nevertheless has not been granted a pass, he or she is given the opportunity to take a resit examination.
5. In case a grade D or D+ is awarded as final assessment, and a student does not indicate s/he wants to compensate the module, no credits are given for the module concerned.
6. In case a grade F is awarded as final assessment no credits are given for the module concerned.

art. 5.2 – nature of the examination

1. The assessment of courses consists of at least two moments of assessment.
2. The overall assessment of a module takes place in the way as described in the course manual.
3. The assessment as described in the course manual cannot be changed during a course, skills training or project.

4. At the student's request the Examination Committee may allow an examination to be made in a way other than the one laid down pursuant to the provision set out in the second section.
5. During exams it is not allowed to have mobile telephones or PDA's (personal digital assistant) of any kind within reach even if they are turned off. The exam will be declared invalid if students do not comply with this rule. For particular courses a course coordinator can authorize the use of specific electronic equipment (for example a calculator).

art. 5.3 – oral examinations

1. No more than one person is examined at an oral examination, unless the examiner has decided otherwise.
2. An oral examination is open to the public, unless the Examination Committee has decided otherwise in a special case or the student has raised objections against this.
3. A student may request for a second examiner to be present at an oral examination.

art. 5.4 – time limit for assessment

1. Immediately after an oral examination has taken place, the examiner decides on the grade and issues a written statement to the student confirming this grade.
2. The examiner decides on the grade for a written or any other examination within 10 working days after the day the examination took place, and provides the UCM Office of Student Affairs with the details required for issuing a written or electronic proof of the assessment to the student.
3. The written statement with the assessment of an examination contains information on the right of inspection for the student as referred to in art. 5.6.
4. Students will be informed about inspection hours immediately after the grades have been published.

art. 5.5 – period of validity

1. The period of validity for passed modules is unlimited.
2. Notwithstanding the above provision, the Examination Committee may impose a supplementary or replacement examination for a module passed more than ten years ago.

art. 5.6 – right of inspection

1. Within a maximum of thirty working days after the results of a written examination were published, the course coordinator organizes an opportunity for inspection of the student's assessed work.
2. On this occasion the student can take note of the standards, if possible, applied for the assessment.

art. 5.7 – fraud

1. Fraud, including plagiarism, is understood as a student's act or failure to act that makes it partially or fully impossible to correctly assess his/her knowledge, insight and skills.
2. Plagiarism is understood as the presentation of one's own or other people's ideas or words without adequate reference to the source.
3. If the Examination Committee establishes that a student has committed fraud in an exam or exam component, it may impose suitable measures.

4. The Rules and Regulations (RR) further detail what is understood as fraud.
5. In cases referred to under section 1, 2, 3 or 4 the Examination Committee may furthermore impose any of the following sanctions:
 - a a reprimand;
 - b exclusion from any (further) participation in one or more examinations of the degree program for a period not exceeding one year.

art. 5.8 – grade point average (GPA)

1. The grade point average is calculated on the basis of all overall assessments of modules a student passed and that are registered in the student's progress records up to the moment the calculation is made.
2. The grade point average is calculated by dividing the 'sum of weighted grades' by the 'sum of credits'. The sum of weighted grades is calculated by adding the overall assessments for modules passed multiplied by the credit value of these modules. The sum of credits is calculated by adding the number of credits of the modules the student has passed and thus received credit for.
3. Modules that have been compensated according to the Rules and Regulations concerning the Bachelor's Examination of University College Maastricht laid down by the Examination Committee can be included in the GPA. A student has to indicate in case he wants to compensate a module.
4. Excluded from the GPA are:
 - Credits obtained on the basis of credit transfer;
 - Modules that are not graded, but are given a pass or fail;
 - Courses and skills trainings from which the student has withdrawn within 1 week after the start;
 - Projects from which the student has withdrawn within one week after the start.
5. All modules that a student has been registered for remain on the student's progress records and transcripts.

art. 5.9 – progress rate (PR)

1. The progress rate indicates the progress a student has made up to the moment the calculation is made.
2. The progress rate is calculated by dividing the total number of credits a student has obtained by the total of credits the program enabled the student to obtain up to the moment the calculation is made.
3. The progress rate is included in the students' progress records and transcripts.

art. 5.10 – bachelor's examination

1. The Examination Committee decides on the result of the Bachelor's examination as soon as the student has submitted an official form indicating how the earned credits are to be distributed over the graduation requirements.
2. Prior to deciding on the result of the Bachelor's examination, the Examination Committee has the power to examine the student's knowledge with regard to one or more modules or aspects of the degree program, if and insofar as the results of the examinations concerned give cause to do so.
3. The following conditions must be met to pass the Bachelor's examination: the grade point average equals or exceeds 2.0.

art. 5.11 – degree

1. Students with a concentration in humanities or social sciences who successfully passed the Bachelor's examination are awarded the degree of 'Bachelor of Arts'.
2. Students with a concentration in sciences who successfully passed the Bachelor's examination are awarded the degree of 'Bachelor of Science'.
3. Students with an interdisciplinary concentration and who successfully passed the Bachelor's examination are awarded the degree of 'Bachelor of Arts' or 'Bachelor of Science' depending on the profile of the interdisciplinary concentration.
4. The degree certificate of the Bachelor's examination passed successfully states:
 - a The name of the institution;
 - b The name of the degree program;
 - c The modules examined;
 - d The degree awarded;
 - e The date on which the degree program was last accredited or the assessment that the new degree program has undergone or the most recent regular assessment;
 - f The distinction awarded to the degree, depending on the cumulative grade point average;

- honors:	A- grade point average (average equals A- lettergrade)
- cum laude:	A grade point average (average equals A lettergrade)
- summa cum laude:	A+ grade point average (average equals A+ lettergrade)
5. The degree certificate is signed by the chairperson of the Examination Committee and the Dean of UCM.
6. The person entitled to receive a degree certificate can request the examination committee to postpone the awarding of the degree certificate stating one's reasons for doing so.
7. The degree certificate is awarded in public unless the Examination Committee decides otherwise in special cases.
8. A record of the student's progress is issued with the degree certificate as a separate document.
9. Accompanying the degree certificate a 'diploma supplement' will be issued. The diploma supplement will be in agreement with the model as proposed by the University Board and conform to the European standard model.

art. 5.12 – special examinations for disabled students and athletes

1. The Examination Committee may decide to apply special regulations to the following categories of students:
 - disabled students
 - NOC-NSF recognized top athletes
2. These students might be given the opportunity to take examinations in a way adjusted to individual circumstances.
3. A student can submit a request in writing to the Examination Committee.
4. The Examination Committee can consult an expert before taking a decision.

art. 5.13 – right of appeal

The form used to inform the student of a decision against which s/he can appeal made by the examiner and the Examination Committee states the possibility of lodging an appeal with the examination appeals board (College van Beroep voor de Examens (CBE)) in accordance with Article 7.61 of the WHW (this provision is included in these regulations), as well as the time limit set for lodging this appeal. More information about CBE can be found in the Social Guide (Student Services Section) of this Student Handbook.

Paragraph 6 – Academic Advising**art. 6.1 – student progress records**

UCM keeps records of the results of each individual student.

Each overall assessment is listed in the student progress records, together with the date of the overall assessment, the credits obtained and the name and credit value of the relevant module.

At least twice a year UCM provides each student with a list of the results achieved in his/her studies.

art. 6.2 – academic advising

UCM undertakes the introduction and Academic Advising for students enrolled in the degree program.

art. 6.3 – study advice

At the end of each semester of enrollment in the degree program, each student is given advice on the planning of his or her studies.

art. 6.4 – binding study advice

1. At the end of two semesters of enrollment in the degree program, UCM gives each student a study advice.
2. A negative study advice is binding.
3. A negative BSA leads to exclusion from assignments and examinations that are part of the degree program for a period of 6 years.
4. A negative BSA is given by the Dean of UCM.
5. Prior to a negative BSA being issued the student is given a chance to be heard by the Examination Committee, on behalf of the Dean of UCM. A student advisor of the management team or an academic advisor can be present as observer during the hearing.
6. An appeal against a negative BSA may be lodged within four weeks from the day on which the decision was taken. The appeal should be lodged with the appeals board (CBE – College van Beroep voor Examens). An appeal against a decision made by the CBE must be lodged in a court of Law.
7. A positive advice can be given by the Dean or by the Examination Committee on behalf of the Dean.
8. Each student to whom this article applies shall receive a warning advice from the Examination Committee in February or August (depending on the moment of enrollment), if applicable.

art. 6.5 – standards for the negative binding study advice

Any student who has obtained at least 32.5 credits with a grade point average of 2.0 or higher (see article 5.1.2) after two semesters of enrollment in the degree program shall not receive a negative BSA. In all other cases a negative BSA shall be given. Compensation rules do not apply to the modules on which a BSA is based. Any student who has obtained less than 60 ECTS within a period of four semesters after enrolling at UCM will also be given a negative BSA.

art. 6.6 – personal circumstances

1. If the student's personal circumstances have resulted in failure to meet the BSA standards, this may be ground for the decision not to attach a rejection to the advice as referred to in Article 6.4.
2. The following personal circumstances qualify for recognition:
 - 2.1 illness of the person concerned;
 - 2.2 special circumstances in the family;
 - 2.3 physical, sensory or other disability of the person concerned;
 - 2.4 pregnancy of the person concerned;
 - 2.5 administrative activities of the person concerned.
- 2.1 A student's illness is recognized as a personal circumstance if:
 - a. The period of illness either has lasted for a minimum of 8 days, or the examination date(s) fall(s) within this period;
 - b. The student notifies UCM's office in writing during the period of illness or within 5 working days after the period of illness, stating that s/he did not take or may not have passed the examination(s) due to illness; and
 - c. In addition to reporting the illness, the student forwards a medical certificate issued by the attending physician, which states the period of illness. In case no medical certificate can be produced, the student must contact his or her academic advisor, a students' councilor or a student dean.
- 2.2 Special circumstances in the family are recognized as a personal circumstance if:
 - a. The student can demonstrate that the alleged special circumstances in the family have taken place; and
 - b. The student notifies the UCM Office of Student Affairs within a period of 5 working days before to 5 working days after the date(s) of the examination(s) about the fact that special family circumstances are the reason for not taking or possibly not passing the examination(s).
 - c. If the student is unable to demonstrate that the special family circumstances have taken place, s/he is to contact his/her academic advisor, a students' councilor or a student dean.
- 2.3 Students suffering from a physical, sensory or other disability must inform their academic advisor at the start of their studies or as soon as possible after the disability has developed.
 - a. At the request of the student with a physical or sensory disability, an academic advisor may draw up a plan of study containing more detailed provisions with regard to the binding study advice.
 - b. The plan mentioned above must be presented to the Examination Committee for approval.

2.4 Pregnancy of a student is recognized as a personal circumstance if:

- a. The UCM Office of Student Affairs was notified about the pregnancy; and
- b. The notification was accompanied by a medical certificate;
- c. In case no medical certificate from an attending physician can be produced, the person concerned must contact her academic advisor, a students' councilor or a student dean.

2.5 Administrative activities of a student are recognized as a personal circumstance if the administrative activity is recognized as such either by law or by the Executive Board, in conformity with the regulations of the UM's graduation fund ('Afstudeerfonds UM').

Paragraph 7 – Transitional and final provisions**art. 7.1 – amendment**

1. Amendments to these regulations are laid down by the Dean by separate decision, after consultation with the Student Council and the Board of Studies and with the agreement of UCM's Advisory Council.
2. Any amendment to these regulations does not take effect during the current academic year, as long as this does not reasonably prejudice the interests of the students.
3. Furthermore, an amendment can not have detrimental consequences for the students if it affects:
 - An approval granted pursuant to art. 2.4;
 - Any other decision the Examination Committee has taken with respect to a student in accordance with these regulations.

art. 7.2 – publication

1. The Dean undertakes the appropriate publication of these regulations, the rules and regulations laid down by the Examination Committee, as well as any amendment to these documents. This includes their publication in the Student Handbook.
2. Each student can obtain a copy of the documents referred to in the first section from the UCM Office of Student Affairs.

art. 7.3 – leave of absence

Students can request a leave of absence. A request for a leave of absence will have to be handed in to the Examination Committee at least 20 working days prior to the leave of absence taking effect, and a leave of absence shall not extend beyond a predetermined date. A student who comes back from a leave of absence shall be reinstated to pre-leave status.

art. 7.4 – unforeseen cases

In cases not provided for by these regulations, the Examination Committee shall decide upon the issue.

art. 7.5 – hardship clause

The Examination Committee is authorized to deviate from these regulations in individual cases, in case it is the Examination Committee's opinion that full application shall lead to unfairness of a decisive nature in view of the special circumstances.

art. 7.6 – participation in UCM courses by students from other UM departments

UCM courses are open to students from other departments within Maastricht University only if the Examination Committee of the other department and the Examination Committee of UCM give the student permission to follow the chosen course. The number of students that can participate in courses offered by UCM is limited and additional provisions can be laid down.

art. 7.7 – date of commencement

These Regulations on Teaching and Examinations come into force on 1 September 2010.

Appendix - Modules**a. Courses**

Core Courses at 100-level (introductory):

- COR1001	Philosophy of science	study load 5 credits
- COR1002	Political philosophy	study load 5 credits
- COR1003	Contemporary world history	study load 5 credits
- COR1005	Modeling nature	study load 5 credits

Courses Humanities (HUM)

- introductory: see course catalogue
- intermediate: see course catalogue
- advanced: see course catalogue

Courses Social Sciences (SSC)

- introductory: see course catalogue
- intermediate: see course catalogue
- advanced: see course catalogue

Courses Sciences (SCI)

- introductory: see course catalogue
- intermediate: see course catalogue
- advanced: see course catalogue

b. Skills trainings (SKI)

- introductory: see course catalogue
- intermediate: see course catalogue
- advanced: see course catalogue
- language courses: see language course manual

c. Projects (PRO)

- introductory: see course catalogue
- intermediate: see course catalogue
- advanced: see course catalogue

d. Capstone (CAP)

advanced: topic decided in interaction with capstone reviewer

4.2 Rules and Regulations concerning the Bachelor's Examination of University College Maastricht

Article 1: Examination Committee	A41
Article 2: Composition of the Bachelor's Examination	A42
Article 3: Passes	A42
Article 4: Compulsory Attendance	A45
Article 5: Withdrawal from modules	A45
Article 6: Additional modules	A46
Article 7: Requirements of the UCM Bachelor's Examination	A46
Article 8: Declaration of concentration	A46
Article 9: Resit-examinations	A46
Article 10: Complaints on examinations	A46
Article 11: Directive on Fraud	A46
Article 12: Execution and Date of Commencement	A48

Article 1: Examination Committee

The Examination Committee is responsible for the execution of the regulations of the Bachelor's Examination and its components, taking into consideration the Regulations on Education and Examinations regarding the setup and scope of the examinations of the Bachelor's program of UCM. The Examination Committee shall appoint examiners, who are authorized to take examinations on behalf of the Examination Committee. In cases in which such is deemed necessary, the Examination Committee may reverse an examiner's decision and take a new decision. This applies in particular to those cases in which students have failed to comply with the admission requirements for the examination component concerned.



Article 2: Composition of the Bachelor's Examination

The Bachelor's Examination consists of the following components:

1. A pass for the modules of the core and general education program, as stated in Article 2.2 of the Regulations on Education and Examinations;
2. A pass for the modules of the "Concentration" program, as stated in Article 2.3 of the Regulations on Education and Examinations;
3. Participation in practicals and related assignments that are part of the modules as meant under a. and b. above;
4. Participation in tutorial group meetings.

Article 3: Passes*Section 1: Courses*

For each of the courses, students receive a pass if each of the following requirements has been met:

- a. Students must have attended at least 85% of all tutorial group meetings to be allowed to take the final test of the course. Students who have not met the attendance requirement and who have not missed more than 30% of all meetings, will be given a provisional overall grade point for the course. To qualify for an additional assignment and thus to meet the attendance requirement, students must submit to the UCM Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within 10 working days after completion of the course. Forms can be collected at the UCM Office of Student Affairs. The course coordinator shall decide on the validity of the reasons given. If the course coordinator decides that a student has had valid reasons for not complying with the attendance percentage, he/she will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of tutorial group meetings missed, and the assignment must be completed and submitted to the course coordinator concerned within 20 working days after the student has received the assignment. The result of the additional assignment has to be available before the end of the running academic year. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the course coordinator decides that the reasons for absence were not valid and/or if more than 30% of the meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled.
- b. Students must have obtained at least a pass for the overall assessment of the course.
- c. Each assessment will result in a grade point on the scale mentioned in Article 4.1 of the Regulations on Education and Examinations. A grade of D or D+ can be compensated. Compensation is possible for up to 20 credits in the category Courses, of which up to 5 credits can be used in the first year. Two conditions need to be met for compensation. The first one is that the student concerned must have obtained a grade point average of 2.0 for all courses. The second one is that for every D or D+ the student wants to compensate there should be an A or A+ on the list of obtained course results also.
- d. A pass by means of compensation for courses that have been awarded a fail but compensatable can only be achieved if the compulsory attendance requirement has been met. A signed and submitted request for compensation cannot be recalled. A request for compensation is handed in together with the request to graduate at the end of a students' studies at UCM.

Section 2: Skills training

For each of the skills training, students receive a pass if each of the following requirements has been met:

- a. Students must have attended at least 85% of all group meetings to be allowed to take the final test of the skills training. Students who have not met the attendance requirement and who have not missed more than 30% of all meetings will be given a provisional overall grade point for the skills training. To qualify for an additional assignment and thus to meet the attendance requirement, students must submit to the UCM Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within ten working days after completion of the skills training. Forms can be collected at the UCM Office of Student Affairs. The skills training coordinator shall decide on the validity of the reasons given. If the skills training coordinator decides that a student has had valid reasons for not complying with the attendance percentage, he/she will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of tutorial group meetings missed, and the assignment must be completed and submitted to the skills training coordinator concerned within 20 working days. The result of the additional assignment has to be available before the end of the running academic year. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the skills training coordinator decides that the reasons for absence were not valid and/or if additional meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled;
- b. Students must have obtained at least a pass for the overall assessment of the skills training;
- c. Each assessment will result in a grade point on the scale mentioned in Article 4.1 of the Regulations on Education and Examinations. A grade point of D or D+ can be compensated. Compensation is possible for up to 5 credits in the category skills training. Two conditions need to be met for compensation. The first one is that the student concerned must have obtained a grade point average of 2.0 for all skills training. The second one is that for every D or D+ the student wants to compensate there should be an A or A+ on the list of obtained skills training results also.
- d. A pass by means of compensation for skills training that have been awarded a 'fail but can be compensated' can only be achieved if the compulsory attendance requirement has been met. A signed and submitted request for compensation cannot be recalled. A request for compensation is handed in together with the request to graduate at the end of a student's studies at UCM.

Section 3: Projects

Students receive a pass for each project if they have met each of the following requirements:

- a. Students must have attended at least 85% of all project meetings in order to have the grade point for the project assignment declared valid. Students who have not met the attendance requirement and who have not missed more than 30% of all meetings will be given a provisional overall grade point for the project. To qualify for an additional assignment and thus to meet the attendance requirement, students must submit to the UCM Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within 10 working days after completion of the project. Forms can be collected at the UCM Office of Student Affairs.

The project coordinator shall decide on the validity of the reasons given. If the project coordinator decides that a student has had valid reasons for not complying with the attendance percentage, he/she will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of meetings missed, and the assignment must be completed and submitted to the course coordinator concerned within 20 working days. The result of the additional assignment has to be available before the end of the running academic year. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the project coordinator decides that the reasons for absence were not valid and/or if additional meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled.

- b. Students must have obtained at least a pass for the overall assessment of the project.
- c. Each assessment will result in a grade on the scale mentioned in Article 4.1 of the Regulations on Education and Examinations. A grade of D or D+ can be compensated. Compensation is possible for up to 5 credits in the category Projects. Two conditions need to be met for compensation. The first one is that the student concerned must have obtained a grade point average of 2.0 for all projects. The second one is that for every D or D+ the student wants to compensate there should be an A or A+ on the list of obtained project results also. A signed and submitted request for compensation cannot be recalled. A request for compensation is handed in together with the request to graduate at the end of a student's studies at UCM.

Section 4: Capstone

For capstone, students receive a pass if each of the following requirements has been met:

- a. Students must have attended at least 85% of all capstone group meetings to be allowed to take the final test of the course. Students who have not met the attendance requirement and who have not missed more than 30% of all meetings will be given a provisional overall grade point for the course but will not receive any credits. In order to receive the credits a student needs to request, and be permitted to make, an additional assignment. Students must submit to the UCM Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within 10 working days after the last meeting that takes place. Forms can be collected at the UCM Office of Student Affairs. The capstone coordinator shall decide on the validity of the reasons given. If the capstone coordinator decides that a student has had valid reasons for not complying with the attendance percentage, he/she will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of tutorial group meetings missed, and the assignment must be completed and submitted to the course coordinator concerned within 10 working days after the student has received the assignment. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the capstone coordinator decides that the reasons for absence were not valid and/or if more than 30% of the meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled.
- b. Students must have obtained at least a pass for the overall assessment of capstone.
- c. Each assessment within capstone will result in a grade point on the scale mentioned in Article 4.1 of the Regulations on Education and Examinations. Compensation for a failed capstone project is not possible.

Article 4: Compulsory Attendance

1. In the case of tutorial group meetings, compulsory attendance is 85% per course or skills training or project :
 - for a total of 16 meetings: at least 13 meetings;
 - for a total of 15 meetings: at least 13 meetings;
 - for a total of 14 meetings: at least 12 meetings;
 - for a total of 13 meetings: at least 11 meetings;
 - for a total of 12 meetings: at least 10 meetings;
 - for a total of 11 meetings: at least 9 meetings;
 - for a total of 10 meetings: at least 8 meetings;
 - for a total of 9 meetings: at least 7 meetings;
 - for a total of 8 meetings: at least 6 meetings;
 - for a total of 7 meetings: at least 6 meetings;
 - for a total of 6 meetings: at least 5 meetings;
 - for a total of 5 meetings at least 4 meetings;
 - for a total of 4 meetings at least 4 meetings.
2. Participation in (tutorial) group meetings is recorded on a form for each (tutorial) group.
3. Students, who have not met the compulsory attendance requirement and whose absence the coordinator has marked as inexcusable, will not receive a pass for the course, skills training or project concerned.
4. For module related practicals, compulsory attendance is 100%.

Article 5: Withdrawal from modules

1. A student that wants to withdraw from a module should inform the UCM Office of Student Affairs in writing. Forms can be obtained at the Office of Student Affairs.
2. A student who has withdrawn from a course within one week after the start of a course can choose an alternative course out of the other courses on offer in that course period.
3. The alternative choice of a student who has withdrawn from a module and wants to be reassigned to another module can be restricted because of the capacity of other modules on offer in that course period. This is a decision that is up to the Office of Student Affairs.
4. Modules that have been registered as withdrawn will be excluded from the grade point average.
5. Time limits for withdrawal:
 - a. Courses: within one week after the start of the course;
 - b. Skills training: one week after the start of the skills training;
 - c. Project: within one week after the start of the project;
 - d. Capstone: within four weeks after the start of Capstone.

Article 6: Additional modules

1. A student that wants to register for modules in addition to the regular study load has to submit a motivated request to the Examination Committee no later than three weeks before the module starts.
2. A student needs written approval of the Examination Committee before he can register for an additional course.

Article 7: Requirements of the UCM Bachelor's Examination

The UCM Bachelor's Examination will be passed and the certificate belonging to this examination will be awarded, when passes have been obtained for all components of the degree program as listed in Article 2, and at least a weighted pass mark has been obtained for all modules.

Article 8: Declaration of concentration

A student has to declare his or her concentration before the last day of his or her second semester at UCM.

Article 9: Resit-examinations

For students who initially fail a module of the Bachelor's Examination, the following resit-examination regulation applies:

1. The resit-examination concerned is only available for students who have complied with the compulsory attendance requirement, took part in all of the assessments during the module;
2. Students who failed a module and complied with the requirements as described in section 1 will be granted one re-examination;
3. Students, who have obtained a pass, cannot take part in resit-examinations. After a resit-examination, the highest grade point will stand.
4. The course coordinator decides upon content and form of the resit-examination.

Article 10: Complaints on examinations

1. A complaint against (components) of an examination must be submitted to the Examination Committee in writing;
2. The Examination Committee shall take a reasoned decision within 20 working days after receipt of the request. The Examination Committee may decide to extend. Students will be notified of the decisions in writing.

Article 11: Directive on fraud

The UCM Examination Committee has drawn up the following directive on examination fraud, as further specification of Article 5.7 of the Regulations on Education and Examinations.

Section 1

The term 'fraud' as meant in Article 4.8 of the Regulations on Education and Examinations, covers at least the following:

- a. action or failure to act on the part of the examinee that makes it completely or partially impossible to obtain proper insight in his/her knowledge, insights or skills;
- b. action or failure to act on the part of the examinee that makes it completely or partially impossible to obtain proper insight in the knowledge, insights or skills of another examinee.

Section 2

The term 'fraud' as meant in Article 5.7 of the Regulations on Education and Examinations, also includes 'attempted fraud'.

Section 3

Action or failure to act, as meant in Section 1 of the present Directive, includes the following:

- a. with respect to writing papers:
 - copying, either literally or by rephrasing, sections from other written papers or oral texts, in such a way that the impression is given that it is the student's own original work;
 - copying, either literally or by rephrasing, sections from scientific articles or books, in such a way that the impression is given that it is the student's own original work;
 - copying, either literally or by rephrasing, sections from other electronic papers, in such a way that the impression is given that it is the student's own original work;
 - copying, either literally or by rephrasing, sections from sources on the Internet, in such a way that the impression is given that it is the student's own original work;
 - copying video, audio or test material, software and program codes from others without adequate reference to the source and thus passing them off as the student's own original work.
- b. with respect to taking official tests and comparable examinations:
 - having available for use, either on or in the vicinity of the table used by the examinee during the examination, or in any other place accessible to the examinee, any other texts than those the use of which is explicitly allowed;
 - exchanging information with another examinee during the test, in whatever way or whatever place.

Section 4

If an examiner believes that s/he has detected a case of (possible) fraud, s/he shall in principle take the following action:

- a. if the (alleged) fraud has been detected during the examination:
 - the examiner informs the examinee that (possible) fraud has been detected;
 - any texts that the examinee may wrongfully have available for usage, shall be confiscated;
 - the examinee shall be given the opportunity to complete the test, unless the examiner decides otherwise;
 - the examiner shall exclude the examinee from further participation in the test if the examinee objects to confiscation of any texts wrongfully available for usage;
 - any confiscated texts shall not be returned to the examinee after the test, unless the examiner decides otherwise;
 - the examiner shall report in writing any findings relating to the detected fraud, and shall submit this report to the UCM Examination Committee immediately, enclosing any confiscated texts.
- b. if the (alleged) fraud is detected during or after correction of a test or examination:
 - the examiner shall notify the UCM Examination Committee immediately of the (possible) fraud, enclosing any relevant documents;
 - the UCM Examination Committee shall inform the examinee of the (possible) detection of fraud.

- c. If the (alleged) fraud is detected during or after correction of written papers that are part of a test or which constitute the complementation of a course component:
- the examiner shall notify the UCM Examination Committee immediately of the (possible) fraud, enclosing any relevant documents;
 - the UCM Examination Committee shall inform the examinee of the (possible) detection of fraud.

Section 5

In principle, the UCM Examination Committee shall treat cases of possible fraud as follows:

- a. the person suspected of fraud is invited to a meeting; on behalf of the Examination Committee, the meeting will be attended by its chairman and official secretary, or their replacements, and - if possible - another member of the Examination Committee;
- b. partly on the basis of the results of the meeting referred to under a. above, the Examination Committee will decide whether or not there is sufficient evidence for a case of fraud;
- c. in each case of fraud as meant in Section 1, the test concerned will be declared null and void;
- d. in each case of fraud as meant in Section 1, the Examination Committee will impose a sanction, considering - among other things - the nature and seriousness of the fraud committed according to Article 4.8, Section 2 of the Regulations on Education and Examinations;
- e. the person involved shall be notified of the decision of the Examination Committee as soon as possible;
- f. any annulment and/or imposed sanction will be recorded in the individual's file;
- g. after a request to this effect, confiscated texts will be returned by the Examination Committee to the person involved, if the Examination Committee decides that these need no longer remain available in connection with the case;
- h. the Examination Committee may decide to make its decision and the facts on which it was based available to the public after having removed any identifiable data.

Section 6

The Examination Committee does not recognize credits obtained elsewhere during the period a student was excluded from participating in the programs exams due to the fraud committed.

Section 7

An appeal against a decision taken by the Examination Committee with regard to a case of fraud must be submitted to the Examinations Appeals Board within 20 working days after publication of such decision.

Article 12: Execution and Date of Commencement

In all cases for which the present Rules and Regulations do not provide, the Examination Committee will decide.

These Rules and Regulations will take effect on 1 September, 2010.





5 UCM building & Facilities

5.1 Zwingelput 4

The UCM building is located at the Zwingelput 4 (ZW4). All UCM classrooms and colloquium are situated there. After office hours access to the building is possible for UCM students exclusively through the backdoor with a UM-card. At the back side of the building students can park their bikes in the bike shed.

5.2 Office hours

The UCM building is open to students from 8 a.m. till 12 p.m., Mondays to Fridays. During the weekends the building is closed. Students need their UM-card to gain access to the building after office hours (5 p.m.).

5.3 Common room

The common room is a meeting room for UCM students in between and after classes. It is located on the ground floor of the UCM building, and is open to students from 8 a.m. till 12 p.m. every day except weekends and holidays.

5.4 Computer room

The UCM computer room is located on the first floor of the building. The computer room is open to students from 8.00 a.m. till 12.00 p.m. every day except weekends. All computers are hooked up to the university network and the internet. An introduction to the computer room and the procedures to log on to the university network is part of the introduction for first year students.

Please note that the computer room is closed to students when the room is used for tutorials or other educational meetings. A schedule of the timeslots when the computer room is closed for educational purposes is posted on the door of the computer room.

5.5 Help Desk

If you have any computer related questions or need assistance, the UCM Help Desk can be contacted in the computer room area.

If the Help Desk is closed, you can e-mail to: ucm-helpdesk@maastrichtuniversity.nl. The Help Desk is located next to the computer rooms and is staffed by two UCM students. The opening hours may vary, and can be found on the desk.

5.6 Reading room

The reading room, located on the second floor, is open to students from 8 a.m. till 12 p.m. every day except weekends. The reading room holds additional literature for UCM courses, as well as some extra computers and a copier.

All literature available in the reading room is to remain in the room at all times!

5.7 Lockers

Lockers are located on the ground floor in the green area at the main entrance hall of the UCM building. Instructions on how to operate the lockers can be found on the back of the locker door. The lockers are there to be used by students for temporary storage of maximum one day. Every Friday at 3 p.m. the lockers are unlocked and emptied by the concierge.

5.8 Lost and found

If you have lost, forgotten or misplaced anything in the college building or found something that does not belong to you, go to the concierge at the front office. The concierge may have it or will keep it in its "lost and found".

5.9 Study association ‘Universalis’

Universalis is UCM's student society. We organise multiple activities a week for UCM students, ranging from small get-togethers to multi-day events. For a one-off fee of €40 students can become members for their entire time at UCM. Members can participate in our events at a reduced price and get a 10% discount on textbooks.

Universalis organises a yearly introduction weekend, various guest lectures, cozy open mic nights, wild parties, adventurous trips, gripping debating sessions and much more. Those who wish to become an active member may join one of our many organising committees or the Universalis board. For more information check www.ucm-universalis.com or drop by our office in room 2.018!

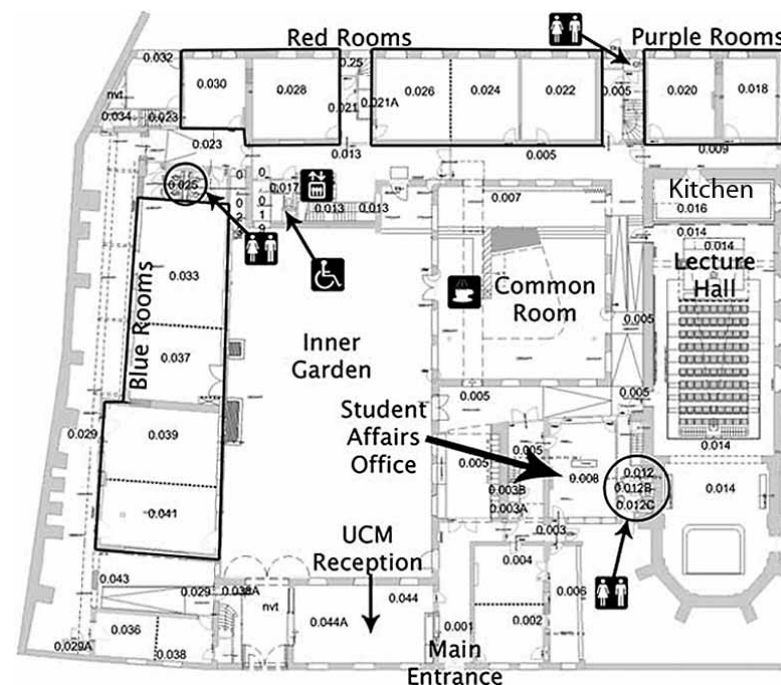
5.10 Alumni association 'Luminous'

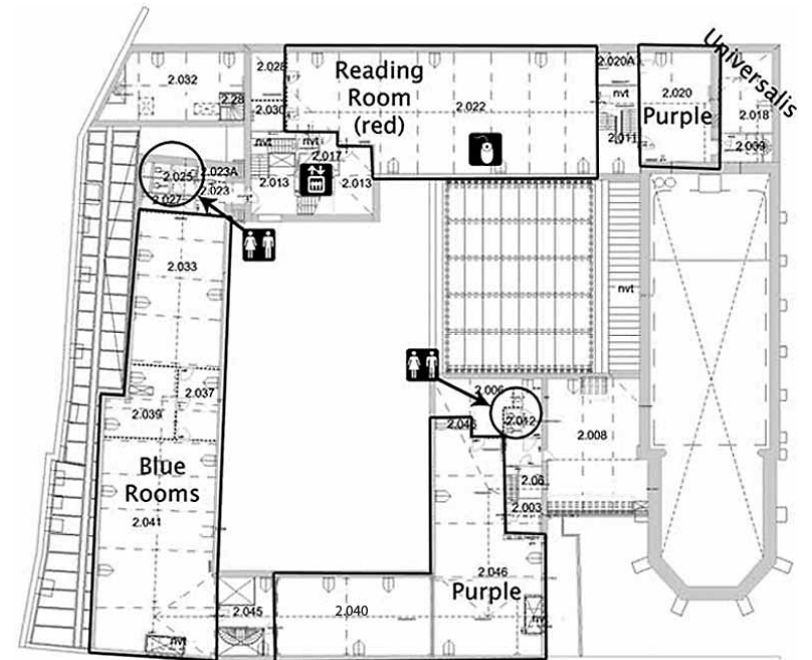
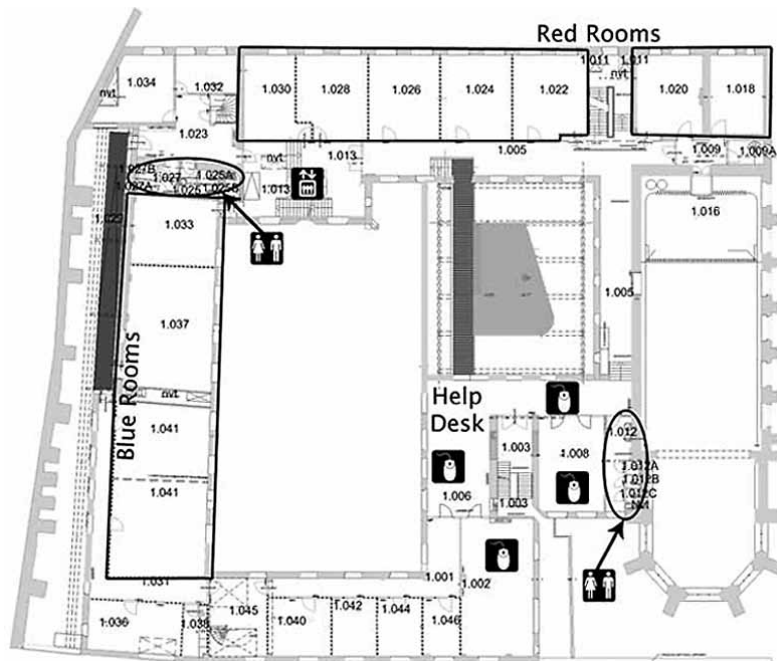
The alumni association founded by former UCM students for former UCM students enables graduates to keep in contact with each other and will provide a fixed point around which all alumni activities revolve. The website: www.ucmluminous.nl is the principal source of information about the alumni and their activities. In addition, Luminous has a Facebook group. All UCM alumni can sign up to become a member to this Facebook group.

Once you are graduated from UCM, you automatically become a member of Luminous. Twice a year, Luminous organizes an alumni-dinner. See also 2.23 Graduation.

5.11 Map Zwingelput 4

- A. Ground floor ZW₄
- B. First floor ZW₄
- C. Second floor ZW₄







6 Organization of the College

6.1 Office of Student Affairs

The Office of Student Affairs provides logistical planning, educational administration and course organization. It is also responsible for exam administration, as well as maintaining student's records and transcripts.

The office functions as the central information point for all educational and study matters. If you need to use any student facilities at the UCM building or any other study related information your first stop should be the Office of Student Affairs.

The Office of Student Affairs is located on the ground floor in room o.008 and has office hours on:

Monday: 3 p.m. - 4 p.m.

Tuesday till Thursday: 10 a.m. - 11 a.m. and 3 p.m. - 4 p.m.

Friday: 10 a.m. - 11 a.m.

You can also reach the Office of Student Affairs outside office hours by e-mail:

ucm-studentaffairs@maastrichtuniversity.nl

6.2 Management Team

The Management Team supports the Dean in the management of the UCM. The Management Team meets every week.

Composition of the Management Team (MT):

Prof. Harm Hospers, PhD (Chair)	Dean
Anouk Cuijpers	Managing Director
Judith Buddenberg	Coordinator Office of the Dean
Kelly Moonen	Secretary
Nicolas Bas	Student
Emilie Blauwhoff	Student

6.3 Board of Studies

The Board of Studies advises the Dean on the structure and the content of the UCM Bachelor's program in the broadest sense of the word. The Board of Studies is the major platform within the College for all academic affairs. Policies with regard to the content of the curriculum or the system of student assessment are discussed here, before the Dean decides upon them. Membership to the Board of Studies is equally divided between staff (from different faculties of the UM) and students.

Composition of the Board of Studies (BoS):

Ike Kamphof, PhD (Chair)	Faculty of Arts and Social Sciences, Philosophy
Peter Bollen, PhD	School of Business and Economics, Organization & Strategy
Roberta Haar, PhD	Faculty of Humanities and Sciences, UCM
Drs. Rob de Vries	Faculty of Psychology and Neuroscience to be elected
4 UCM students	

6.4 Board of Admissions

The Board of Admissions reviews all applications and on the basis of all information provided and the assessment of the previous education the Board decides whether or not to invite an applicant for an interview. After the interview the Board will review the applicant's dossier and decides whether or not s/he is invited to become a student at UCM.

Composition of the Board of Admissions (BoA):

Prof. Harm Hospers, PhD	Chair
Drs. Judith Buddenberg	Member
Drs. Gerard Korsten	Member
Nicolai Manie MA	Member
Chantal Rogers	Admissions Officer

6.5 Examination Committee

The Examination Committee is in charge of the organization and supervision of the rules and regulations of the UCM program.

Correspondence can be left in the mailbox in the green area of the main entrance hall or sent by e-mail:

ucm-examinationcommittee@maastrichtuniversity.nl

Composition of the Examination Committee (EC):

Peter Vermeer, PhD	Chair
Karen Pärna, PhD	Member
Jacqueline Schoonheim, J.D., LL.M.	Member
Menw Hurkens	Secretary

6.6 Curriculum Committee

The Curriculum Committee is in charge of the supervision of the program. The committee deals with the organization of the course offerings, recruitment of teaching staff and future education directions.

Composition of the Curriculum Committee (CC):

Prof. Harm Hospers, PhD	Chair
Drs. Gerard Korsten	Policy Advisor
Prof. Fred Grünfeld, PhD	Representative Faculty of Law
Prof. Jan Glatz, PhD	Representative Faculty of Health, Medicine and Life Sciences
Prof. Tom van Veen, PhD	Representative School of Business and Economics
Sjaak Koenis, PhD	Representative Faculty of Arts and Social Sciences
Nico Metaal, PhD	Representative Faculty of Psychology and Neuroscience

6.7 ExtrAct

ExtrAct is the extra-curricular activities program of UCM. The purpose of ExtrAct is to contribute to what we describe as "academic community", by combining academic and social aspects into events that are both educational and entertaining. Therefore these events will:

- be different from the traditional educational format;
- stimulate an exchange of ideas;
- actively involve participants, as much as possible.

In the past ExtrAct has organized – amongst other things – work shops, movies and lectures, aimed at discussing current topics from science and society. All events are organized by a group of students and staff, and if you are interested in joining ExtrAct, please contact ExtrAct ucm-extract@maastrichtuniversity.nl.

Extract activities are organized by a committee of UCM staff members and students; coordinated by Teun Dekker, Mark Stout and Harm Hospers.

Furthermore, all students and staff are encouraged to come forward with suggestions for topics and formats!

6.8 Student Representation

Student representation at UCM is comprised of three different bodies: the Faculty Council, the Board of Studies, and the Management Team. In case of problems, suggestions or feedback of any kind, students are advised to send an e-mail to ucm-representation@maastrichtuniversity.nl. From here, all feedback will be forwarded to the responsible representative organ to ensure quick responses and efficiency in solving possible issues. More information about the different bodies of representation and their individual tasks can be found on EleUM in the folder 'Student Representation'.



7 University Library

7.1 Locations

Students and staff of University College Maastricht have a large and modern university library (UL) to their disposal. The UL is divided over two locations. The facilities for Health Sciences, Life Sciences, Medicine (FHML), Psychology and for MUMC+ (the University hospital) are concentrated in the Randwyck Library (UNS 50), with a supplementary psychiatry collection in the Vijverdal Library. The facilities for Arts and Culture, Economics and Business Administration, General Sciences and Law are located in the Inner City Library (GL 17). UCM students can use both locations.

The inner city library building – accessible 7 days a week – offers 700 seats in various compositions, enabling both individual and group study activities. Over 300 computers are available. Laptops can be plugged on to the network, either by using one of the 80 conventional laptop connection points or by wireless connection. The larger rooms (up to 56 students) are equipped for hands-on computer training and are used for library instruction. Some computers are provided with headsets and interactive language software modules.

7.2 Learning Resource Centers

Special feature of the UL includes the so-called Learning & Resource Centers (LRC). These unique facilities for supporting the system of Problem-Based Learning consist of several reading rooms, suitable for individual or group study (small and large rooms, with or without computers, study cells and audio-visual units), and comprises multiple copies of all literature related to the different faculty curriculums. There is no specific LRC for UCM. However, many UCM courses are related to one of the faculties and the needed literature will be present in the corresponding LRC.

7.3 Collections in the UL

In addition the UL supports education by maintaining a solid and continual expanding collection of printed and electronic academic content. During the last decades a strong collection has been acquired, consisting of 5000 full text academic journals and over 20 km. of books, including a large collection of old books dating back to the 15th century. An annual increase of 2000 titles, covering the different academic disciplines, guarantees an up-to-date collection in the long-term. Also a varied collection of licensed full text, bibliographical and numerical databases are accessible.

Electronic databases, electronic documents and journals, and links to important internet sites are supplied by the UL and, if licenses permit, available campus-wide and at home.

7.4 Collections of other libraries

It is impossible for the UL to collect all academic literature. Therefore libraries cooperate at a national and international level through the interlibrary loan service (ILL). When finding books or articles in (inter)national catalogues (i.e. NCC) which are not available in Maastricht students can apply for the material at the library loan desk. Costs are € 6 per item (Dutch libraries), or € 12,50 per article and € 20 per book (international libraries).

For UCM students this service is for free, when handing in a green ILL voucher, which can be received from UCM's Office of Student Affairs.

7.5 UL Contact details and addresses

Internet site: <http://www.maastrichtuniversity.nl/web/Library/home.htm>

Inner City Library

Learning Resource Centre (Economics, Arts and Culture, Law)

Address: Grote Looiersstraat 17, 6211 JH Maastricht
 Information desk: 043-388 5005
 Loan desk: 043-388 5004

Randwyck Library

Learning Resource Centre (Medicine, Psychology, Health Sciences)

Address: Universiteitssingel 50, 6229 ER Maastricht
 Information desk: 043-388 1804
 Loan desk: 043-388 1805/6



8 Facebook

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