

“Profileringsfonds” Regulations for Students of Maastricht University 2019-2020

Adopted by the Executive Board

on 7 May 2019

following approval by the University Council

Effective as of 1 September 2019

*The ‘Profileringsfonds Regulations’ is a translation of the ‘Regeling Profileringfond’s’
This translation has no legal force.*

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Article 1 Definitions

In these Regulations, the following terms shall have the following meanings:

- a. *academic year*: the period of time that starts on 1 September and ends on 31 August of the subsequent calendar year;
- b. *administrative activities*: the special circumstances referred to in Article 3, subparagraphs a. and b., of these Regulations;
- c. *special circumstances of force majeure*: the special circumstances referred to in Article 3, subparagraphs c. to f., of these Regulations;
- d. *Executive Board*: the Executive Board of Maastricht University;
- e. *Complaints Service Point (CSP)*: the central desk at UM where a complaint, objection or appeal can be lodged, located in the Student Services Centre;
- f. *DUO*: the Dienst Uitvoering Onderwijs, i.e. the government agency responsible for the implementation of the Student Finance Act 2000;
- g. *ECTS*: study load expressed in European Credit Transfer System credits, whereby 1 credit is equal to 28 hours of study;
- h. *EU/EEA countries*: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom;
- i. *'harde knip'*: the bachelor's-before-master's rule, i.e. the strict separation of bachelor's and master's programmes, such that admission to a master's programme is granted only after the student concerned has obtained his or her bachelor's degree;
- j. *non-EU/EEA student*: a student who is not a national of an EU/EEA country;
- k. *nominal duration of study programme*: the statutory duration of the course of studies according to the Higher Education and Research Act (WHW)/Central Register of Higher Education Study Programmes (CROHO): three years for a bachelor's degree and between one and four years for a master's degree. This is the period within which the programme can be completed by students who do not incur a study delay;
- l. *support*: financial support from UM's 'Profileringsfonds';
- m. *performance-related grant (phase)*: The performance-related grant referred to in these Regulations is part of the student finance provided in pursuance of WSF 2000. A performance-related grant comprises all interest-bearing loans, which, under certain conditions, can be converted into a gift. A performance-related grant is awarded from the student's first application for student finance for a bachelor's programme and master's programme for the nominal duration of the programmes. In the context of these Regulations, the subsequent 12-month period during which the student is entitled to the travel grant in accordance with WSF 2000 is not included under performance-related grant;
- n. *SSC*: the Student Services Centre of UM;
- o. *student*: the individual registered as a full-time student at UM and who pays tuition fees to UM;
- p. *study delay*: ECTS which a student fails to obtain, assuming a nominal study load of 60 ECTS per academic year. Credits not acquired for extracurricular courses, internships or education do not count towards a study delay. If in a given academic year fewer than 60 ECTS can be obtained within the normal curriculum, the maximum number of ECTS which it is possible to obtain forms the starting point for determining the duration of the incurred study delay;
- q. *UM*: Maastricht University
- r. *UM SPORTS*: office that is part of the SSC, which is responsible for sport and recreational activities for students and staff;

- s. *statutory tuition fee*: the tuition fee set by law that the student is, in accordance with Section 7.45 of the WHW, required to pay for a bachelor's or master's programme if the student meets the nationality requirement and has not previously completed such a programme in the Netherlands;
- t. *WHW*: Higher Education and Research Act (8 October 1992, Bulletin of Acts and Decrees 1992, 593 and as subsequently amended);
- u. *WSF 2000*: Student Finance Act 2000 (29 June 2000, Bulletin of Acts and Decrees 2000, 286 and as subsequently amended).

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

Article 2 Purpose of the Regulations

Sections 7.51–7.51i of the WHW stipulate that UM shall make provisions for the financial support of students registered at UM if, as a consequence of special circumstances, they expect to incur or have already incurred a study delay, which means they are confronted with additional study costs. Based on these statutory provisions, UM may also provide financial support to non-EU/EEA students who are registered at UM but are not entitled to Dutch student finance. These Regulations elaborate on sections 7.51–7.51i of the WHW with further details applicable to UM students.

Article 3 Special circumstances

1. The following are recognised as constituting special circumstances:
 - a. membership of the board of a student organisation of any size with full legal capacity, a programme committee, the programme board, the faculty board, the faculty council or the university council;
 - b. activities of an administrative or social nature which, in the opinion of the board of the institution, are in the interests of the institution or of the programme that the student is attending;
 - c. illness or pregnancy and childbirth;
 - d. a disability or (chronic) illness;
 - e. special family circumstances (under which, for example, the student serves as carer for a family member);
 - f. insufficient studyable education participation in top-level sport;
 - g. circumstances other than those referred to in subparagraphs a. to f. which, if an application for financial support on such grounds were not to be honoured by the board of the institution, would result in excessive unfairness.
 - h. Special circumstances as referred to in subparagraphs c. to f. are characterised by force majeure and, as such, are classed in these Regulations as 'special circumstances of force majeure'.

Article 4 Eligibility for financial support

In accordance with the WHW, a student shall, pursuant to these Regulations, be eligible for financial support on the grounds of special circumstances referred to Article 3 if, in the academic year in which the special circumstances arise, the student:

1. is registered as a full-time student at UM; and
2. pays the statutory tuition fee to UM; and

3. is eligible for a performance-related grant¹ from DUO and:
 - a. has incurred a study delay or is expected to do so as a direct consequence of said special circumstances; or
 - b. is registered for a master's programme which the Executive Board has determined, on the basis of Section 7.4a subsection 8 of the WHW, involves a workload of more than 60 ECTS; or
 - c. is registered for a programme for which accreditation has not been newly granted, and for which the student has not yet been awarded a degree.

Article 5 Different and additional conditions for administrative activities and top-level sport

1. Contrary to Article 4.3, students who are expected to incur a study delay because of administrative activities or top-level sport shall also be eligible for financial support if the administrative activities or top-level sports are undertaken in the first 12 months following the period in which the student is entitled to a performance-related grant.
2. Contrary to Article 4.3, EEA or Swiss students who do not receive a performance-related grant because they do not fulfil the precondition set by DUO for receiving student finance (working at least 56 hours per month) shall also be eligible for financial support because of an expected study delay caused by participation in administrative activities or top-level sport. Such students must meet the other requirements for a performance-related grant, i.e. they must be under the age of 30 at the start of the bachelor's or master's programme, enrolled in their first bachelor's or master's programme in the Netherlands, and not receiving student finance from another country.
3. Contrary to Articles 4.2 and 4.3, students who, due to their nationality, are not eligible for the statutory tuition fee and do not receive a performance-related grant shall also be eligible for financial support as a result of an expected study delay caused by participation in administrative activities or top-level sport. These students, too, must meet the abovementioned requirements for a performance-related grant, i.e. they must be under the age of 30 at the start of the bachelor's or master's programme, enrolled in their first bachelor's or master's programme in the Netherlands, and not receiving student finance from another country.
4. Contrary to Article 4.2, students who have been exempted from payment of the statutory tuition fee under the terms of the 'Regeling vrijstelling wettelijk collegegeld in verband met bestuursfunctie' shall also be eligible for financial support as a result of an expected study delay caused by participation in administrative activities.
5. The additional conditions and procedure for financial support in the form of administrative months in the event of an expected study delay resulting from participation in administrative activities are set out in Appendix I, which forms part of these Regulations.
6. Students are only eligible for financial support because of an expected study delay caused by participation in administrative activities if they are registered as full-time students throughout the entire administrative year. If they de-register earlier or register in a part-time programme, they will need to pay back the financial support received pro rata.

¹ . In accordance with Section 5.1 of WSF 2000, a performance-related grant is composed of a. a supplementary grant, b. a travel grant and c. a single-parent allowance. A performance-related grant is awarded to the student once during the nominal duration of a bachelor's programme and once during the nominal duration of a subsequent master's programme. The travel grant can be extended for one year, but this additional year is not taken into account when determining the student's eligibility for financial support under the Profileringsfonds (see Article 1.1 i. of these Regulations). This means that master's students are also entitled to claim support from the Profileringsfonds in the event of special circumstances as referred to in Article 3 of these Regulations.

7. The additional conditions and procedure for financial support in the event of an expected study delay caused by participation in top-level sport are set out in [Appendix 2](#), which forms part of these Regulations.

Article 6 Scope of financial support for study delay caused by special circumstances

1. The period of study delay that is eligible for financial support pursuant to these Regulations shall, regardless of the special circumstance that caused it, amount to a maximum of 18 months over the entire period (including both the bachelor's and master's phases) that the student is registered at UM.
2. The financial support shall amount to €320 per month of established or expected study delay caused by participation in administrative activities or top-level sport, regardless of the special circumstance by which it was/is caused.
3. A study delay caused by special circumstances of force majeure of less than one month (fewer than 5 ECTS) is not eligible for financial support based on these Regulations.

Article 7 Reporting and measures to limit study delay in special circumstances of force majeure

1. To be eligible for financial support on the basis of these Regulations, the student must report any 'special circumstance of force majeure' which is leading, has led or could lead to a study delay to a faculty study adviser or to one of the Student Deans of the SSC as soon as possible, so any potential measures to minimise the study delay can be discussed. The student is obliged to follow the recommendations of the study adviser or the Student Deans as closely as possible and to make every effort to keep the study delay to a minimum. Reporting such circumstances to a UM psychologist, the Disability Support Office or any other UM employee does not entitle the student to financial support based on these Regulations. The student must report the special circumstances using the 'Profileringfonds report form', of which the student has received a copy.
2. The circumstances must be reported as soon as possible, but in principle always within 2 months of the occurrence of the special circumstance of force majeure which have resulted or may result in a study delay. If the special circumstance of force majeure that arose before the start of the study programme may affect the student's study progress, the student must report said circumstances within 2 months of starting the programme to the study adviser or the Student Dean.
If the circumstances are reported later, the student shall not be entitled to financial support for a study delay that arose prior to 2 months before the reporting of the special circumstances, unless the student's excuse for reporting the special circumstances late is accepted.

Article 8 Determination of study delay in special circumstances of force majeure

1. The actual extent of the study delay caused by special circumstances of force majeure shall be determined at the end of the academic year in which the circumstances occurred, unless the extent of the study delay can be established with certainty during that academic year.
2. The extent of the study delay shall be determined on the basis of various factors including the duration of the special circumstance of force majeure, the actual delay accrued, the programme timetable and the time during which the delay can be made up. The study delay determined in this way is expressed in months and determines the amount of the financial support for which the student is eligible.

3. If the student has received a 1-year extension of the performance-related grant in accordance with Section 5.2 under b. of the WSF 2000, the study delay that is eligible for financial support under the present Regulations shall amount to a maximum of 6 months over the entire period (including both the bachelor's and master's phases) that the student is registered at UM. In the case of such extension of the performance-related grant by DUO, the student shall only be eligible for financial support on the basis of these Regulations if the total duration of the established study delay per academic year during the performance-related grant phase is great than 12 months.
4. In the case of a master's programme with a workload of more than 60 ECTS, the extent of the study delay shall be determined by the workload in ECTS established for the programme in question (the nominal duration of the study programme), minus 60 ECTS.
5. If the student obtains 60 or more ECTS within an academic year, he/she cannot be said to have incurred a study delay, even if the ECTS obtained are for different study programmes or if certain ECTS do not count towards the assessment in the programme.
6. In the event of multiple special circumstances (e.g. an administrative post and top-level sport or special circumstances of force majeure), the total study delay in the relevant academic year shall be established by adding the months of study delay established for each individual circumstance together, with a maximum of 12 months.

Article 9 Fixed duration of study delay for pregnancy and childbirth

Contrary to Article 8, paragraphs 1 and 2, the duration of the (expected) study delay resulting from pregnancy and childbirth shall be fixed at 4 months. If due to complications arising from the pregnancy or childbirth the actual study delay is greater than 4 months, the student may be eligible for a longer duration of financial support.

Article 10 Applying for financial support in special circumstances of force majeure

1. Applications for financial support on the grounds of these Regulations must be submitted by the student to the Secretariat of the SSC Profileringsfonds using the relevant 'Profileringsfonds request form'. The applicant shall receive confirmation of receipt.
2. Applications must be submitted as soon as possible after the academic year in which the study delay arose as a result of the special circumstance, but at the latest within 6 months following the end of the academic year (i.e. before 1 March of the next academic year). If the academic year to which the application relates is the student's final year at UM (due to graduation), the application must be submitted no later than 2 months before graduation to ensure it can be processed in good time.
3. The application must include:
 - a. the 'Profileringsfonds report form' as referred to in Article 7;
 - b. a stamped overview of the student's academic results, showing which assessments were sat, the dates on which they were sat, and the results obtained;
 - c. a copy of the notifications from DUO indicating the amount and duration of the performance-related grant received in the academic year in which the study delay occurred or will occur due to special circumstances;
 - d. if the application relates to a study delay that results from a disability or (chronic) illness: a statement signed and dated by a (treating) physician or psychologist, indicating the period during which the specified circumstances occurred;
 - e. if the application relates to an expected study delay as a result of pregnancy and/or childbirth: a written statement from a GP, obstetrician or midwife and a birth announcement card or birth certificate;
 - f. if the application relates to a study delay cause by special family circumstances: written evidence of the special family circumstances;

if the application relates to a study delay cause by an inadequate study programme (i.e. a programme that cannot be successfully completed within the statutory number of years): an explanation from the student and a statement from the faculty.

4. If the application is incomplete, the student shall be informed of the missing documents and given a deadline for adding them to the application. If the missing documents are not submitted by this deadline, the application will not be processed and the student shall be notified of such.
5. Applications for financial support on the grounds of these Regulations shall be governed by the General Administrative Law Act (Awb).

Article 11 Processing of application for financial support in special circumstances of force majeure and decision

1. Applications will be submitted to the UM Student Deans for a recommendation. Where necessary, the UM Student Deans may give the student the opportunity to express his/her views.
2. The Director of the SSC will reach a decision on the application on behalf of the Executive Board within eight weeks of receipt of the application. This period will be suspended starting from the day that the SSC has invited the student to complete the application, until the day on which the application is completed, or the period set aside for that purpose has passed unused.
3. Students shall not be eligible for financial support under these Regulations in so far as use may be made of the provision contained in Section 5.2b of WSF 2000, whereby, upon request, DUO may provide the performance-related grant for higher education for an additional year on a one-off basis if, according to statements from a doctor and the UM Student Deans, the student cannot successfully complete the programme within the nominal duration of the programme due to a disability or chronic disease.
4. The decision on the application will result in:
 - the allocation of financial support for the number of months specified by the Director of the SSC; or
 - rejection of the application for financial support on the basis of the provision to extend the performance-related grant through DUO, including referral to DUO; or
 - rejection of the application for financial support for other reasons, such as the lack of a demonstrable causal link between the special circumstance and the study delay; or
 - refusal to consider the application, either because it was not submitted on time or because an incomplete application was not completed, or not sufficiently completed, before the deadline given. The student will be informed of the decision not to consider the application within four weeks of submission of the incomplete application or after the deadline for completion of the application has expired.
5. The decision will be communicated in writing to the student and accompanied by the recommendation of the Student Deans. The decision will advise the student on how and when to file an objection to the decision in accordance with Article 14.

Article 12 Payment of financial support

1. The financial support provided on the grounds of these Regulations will be paid in the form of a grant. Payment occurs in the form of a lump sum (not instalments) after 1 January of the academic year in which the administrative activities are performed.
2. It is a precondition of payment of the financial support provided on the grounds of these Regulations that the student at the time of the payment request is registered as a full-time student at UM or another institution for higher education in the Netherlands.

Article 13 Special support for non-EU/EEA students

A student from a non-EU/EEA country who is registered full time at UM for a programme for which he/she has not yet received a degree, who is not eligible for student finance under the terms of WSF 2000, and who is not a Suriname national may be eligible for financial support from the Profileringsfonds in the form of scholarships for talented non-EU/EEA students. The conditions, application and selection procedures for this can be found on UM's website under 'Scholarships'.

Article 14 Authority to depart from Regulations (hardship clause)

In those cases where processing an application in accordance with these Regulations would result in excessive unfairness, the Director of the SSC may depart from these Regulations.

Article 15 Legal protection

1. The student concerned may file an objection against a decision made pursuant to these Regulations to the Executive Board, for the attention of the Complaints Service Point (CSP), within 6 weeks of the date on the decision letter. For more information and the CSP form, please refer to UM's website: '*Home/Support/During your studies/Complaints Service Point (CSP)*'.
2. Within 6 weeks of the announcement of the decision on the letter of objection, the student concerned may file an appeal against this decision to CBHO (Board of Appeals for Higher Education), P.O. Box 16137, 2500 BC Den Haag/The Hague.

Article 16 Mandate

The Executive Board has mandated the Director of the SSC to take decisions on the basis of these Regulations, with the exception of decisions taken on the basis of Article 15 (objections) and decisions taken on the grounds of Article 5 of Appendix 1 - Administrative months.

Article 17 Transitional regulations

A student is eligible for financial support under the 'Profileringsfonds Regulations for Students of UM 2019-2020' if s/he falls under the cohort guarantee for student finance referred to in Section 12.14 of WSF 2000.

Article 18 Entry into force and title of Regulations

Adopted by the Executive Board at its meeting of 7 May 2019, following approval from the University Council. These Regulations will enter into force on 1 September 2019, and may be referred to as 'Profileringsfonds Regulations for Students of UM 2019-2020'.

APPENDIX 1 – Administrative months: additional conditions and procedure for financial support for administrative activities

Article 1 Conditions for allocation of administrative months

1. Taking into account the provisions of these Regulations, the Director of the SSC shall, on behalf of the Executive Board, allocate to student administrators 'administrative months': financial support for the costs incurred through an expected study delay resulting from the undertaking of administrative activities.
2. A student administrator shall only be allocated financial support in the form of so-called administrative months if the student:
 - a. undertakes university or faculty administrative activities; and
 - b. prior to the period in which the administrative activities are undertaken, is nominated for financial support by the organisation in question.

Article 2 University administrative activities

1. University administrative activities as referred to in Article 1.2, subparagraph a., of this Appendix shall include:
 - a. student membership of the University Council;
 - b. student membership of the board of university student organisations (university associations/foundations) of any size with full legal capacity;
 - c. organisational support provided by student members of the aforementioned organisations in connection with an important one-off activity, which requires a considerable investment in terms of time.
2. A university association/foundation shall be eligible for the allocation of financial support as intended in these Regulations if it:
 - a. is not a profit-making organisation;
 - b. has an objective that goes beyond the boundaries of a faculty, and is not subject-specific;
 - c. where it concerns primarily social associations with contribution-paying members, has a minimum of 50 members.
 - d. where it concerns primarily social associations with contribution-paying members, at least 80% of the members are enrolled as students at UM. An association can correct the non-compliance with this regulation within one year after the association has been formally informed about the non-compliance.
 - e. promotes the interests of Maastricht students and students of UM in particular;
 - f. does not pay its administrators;
 - g. keeps detailed records of its activities and its finances;
 - h. has existed for a minimum of two years or can demonstrate continuity in some other way.
3. (Fee-paying) members of university social associations as referred to in Article 2, subparagraph c. and d., shall be those
 - a. who are registered as such in the members file managed by the student organisation on 1 March of the academic year prior to the academic year for which the financial support is being applied for and who
 - b. actively participate in the activities organised by the student organisation, and
 - c. pay a fee to the organisation of at least € 50 per year.

Article 3 Faculty administrative activities

1. Faculty administrative activities as referred to in Article 1.2, subparagraph a., shall include:
 - a. student membership of a faculty council;
 - b. student membership of a programme board;
 - c. student membership of a programme committee;
 - d. student advisory membership of a faculty board or equivalent position recognised by the Executive Board;
 - e. student membership of the board of faculty student organisations (associations, foundations) of any size with full legal capacity;
 - f. organisational support provided by student members of the aforementioned organisations in connection with an important one-off activity, which requires a considerable investment in terms of time.
2. A faculty student organisation (association or foundation) shall be eligible for financial support if it has been nominated by the Dean of the faculty in question on the basis of specific rules to be defined by the Dean of the faculty, on the advice of the Faculty Council.

Article 4 Applying for administrative months

1. Boards of university associations/foundations that wish to obtain financial support for their student administrators must submit a written application to the Executive Board, for the attention of the SSC, by 1 May at the latest prior to the academic year for which the financial support is being applied for. University associations/foundations that were allocated administrative months in the previous academic year will receive an application form in good time from the SSC for this purpose.
2. Boards of faculty associations/foundations that wish to obtain financial support for their student administrators must submit a written application to the Dean of the faculty in question. The Dean will define specific rules governing the application procedure, on the advice of the Faculty Council.

Article 5 Determination of total number of administrative months to be allocated

1. On the advice of the University Council, the Executive Board shall determine each year, in the month of June prior to the academic year in question, the total number of months of financial support to be made available to the individual university associations and foundations for university administrative activities. The University Council has the right of consent on the determination of the total number of months of financial support to the university associations/foundations (excluding the financial support for the Sports Council MUSST, Student Sports Associations, INKOM, University Council and faculty organisations).
2. On the advice of the Faculty Council, the Executive Board shall determine each year, in the month of June or July prior to the academic year in question, the total number of months of financial support to be made available in an academic year to the individual faculties for faculty administrative activities. This number shall be determined based on, among other things, the number of students registered per faculty on 1 October of the academic year preceding the academic year in which the administrative activities are to be undertaken. This calculation will include a basic allocation based on the number of bachelor's programmes and an allocation based on the number of students registered with the faculty. In exceptional cases, the Executive Board may depart from this calculation.
3. Important one-off activities of a special nature, which involve a considerable investment in time and which will have a positive impact on the image of UM and Maastricht as a student city, will be separately assessed by the Executive Board.

Article 6 Recommendation of the Director of the SSC concerning distribution of the total number of months of financial support for administrative activities on the basis of proposals by the MUSST Sports Council and Administrative Months Distribution Committee

1. The Director of the SSC shall make a recommendation to the Executive Board in May concerning the specific distribution of the total available number of administrative months for student administrators amongst the various faculties, the university representative advisory bodies, the university associations/foundations, the MUSST Sports Council and the university student sports clubs.
2. The Director of the SSC shall base the recommendation for the distribution across the various university student sports clubs of the available number of months of financial support for their student administrators on the distribution proposed by the MUSST Sports Council, itself based on the conditions set by the Council.
3. The Director of the SSC shall be assisted in the specific distribution across the university student associations/foundations (not being the MUSST Sports Council or the university students sports clubs) of the available number of months of financial support for their student administrators by the Administrative Months Distribution Committee.
4. The Administrative Months Distribution Committee shall be established annually on the basis of a lottery by the Director of the SSC and shall comprise an equal number of representatives from university student associations/foundations. No more than 10 persons may hold seats on the Committee, of which a minimum of 4 and maximum of 9 shall be students. Every recognised university student association/foundation shall make one of its board members available to sit on the Administrative Months Distribution Committee at the invitation of the Director of the SSC.
5. The Administrative Months Distribution Committee shall consult with the board representatives of each university student association/foundation (not being the MUSST Sports Council or the university student sports clubs). A Student Dean shall attend the meetings as an observer. Based on its findings, the Administrative Months Distribution Committee shall submit a proposal to the Director of the SSC concerning the distribution across the various university student associations/foundations of the available number of months of financial support for administrative activities.
6. The Director of the SSC shall incorporate the proposal of the Administrative Months Distribution Committee into the recommendation to the Executive Board, unless he/she has good reason to do otherwise.

Article 7 Guidelines for the Administrative Months Distribution Committee

1. The available number of months of financial support for student administrators of university student associations/foundations shall be distributed primarily based on the average workload of the eligible student boards, which shall be estimated on the basis of the activity diaries for the calendar year prior to 1 March of the current academic year. When inviting the student organisations to discuss and explain their administrative months applications, the Administrative Months Distribution Committee shall ask them to submit an itemised overview of working hours per board member for 6 randomly designated weeks. The student organisation will receive an administrative month in proportion to the average weekly workload of each board function, 12 months of financial support only being allocated in the case of an average workload of more than 40 hours per week for each board function.
2. Without prejudice to the provisions of paragraph 1, student organisations shall be allocated administrative months:
 - according to the number of registered student members/fee-paying members

pursuant to Article 2.3 of this Appendix and the percentage of international students belonging to the organisation;

- according to the distribution of student members/fee-paying members between the various UM faculties;
- according to the development of multicultural activities designed to help integrate international students into the Maastricht student community;
- according to their contribution to the integration of the student population into the local community, the Municipality of Maastricht;
- according to the extent of participation in regional, national or international partnerships;
- according to their contribution to the employability of Maastricht students through work placements and internships with potential national and international employers;
- according to their focus on the promotion of student interests within UM;
- according to their contribution to the cultural development of Maastricht students.

Article 8 Nomination of individual student administrators for administrative months

1. By 1 November at the latest of the year in which the administrative functions in question are filled, the board of the university association or foundation in question shall notify the Executive Board in writing (for the attention of the SSC) of the students they wish to nominate for financial support on the grounds of the study delay those students expect to incur as a result of undertaking the administrative activities.
2. The Dean of the faculty, on the advice of the Faculty Council, shall define specific rules relating to the notification of the students nominated by the faculty associations or foundations for entitlement to administrative months.
3. By 1 November at the latest, the Dean of the faculty shall notify the Executive Board (for the attention of the SSC) of all the students who are eligible for administrative months.
4. All nominated student administrators will be notified of the allocated financial support by the SSC on behalf of the Executive Board.
5. Administrative months are awarded to individual students and, as such, are not transferable to other students.

Article 9 Payment of allocated administrative months

1. The administrative months allocated to individual student administrators shall be paid in accordance with Article 12 of these Regulations. To this end the student administrator must submit a payment request to the Secretariat of the SSC Profileringsfonds, indicating his/her bank details.
2. Financial support for special circumstances shall be limited to a maximum of 18 months over the period (including both the bachelor's and master's phases) that the student is registered at UM, with a maximum of 12 months per academic year in accordance with Article 7 paragraph 1 of these Regulations.
3. If the student stands down from the administrative role early, the allocated financial support will be adjusted pro rata. The student must notify the SSC that this is the case as soon as possible and pay back any excess financial support received.

APPENDIX 2 – Top-sport months: additional conditions and procedure for financial support on the grounds of participation in top-level sport

Article 1 Conditions for allocation of top-sport months

1. Taking into account the provisions of these Regulations, the Director of the SSC can, on behalf of the Executive Board, allocate to top athletes 'top-sport months': financial compensation for the costs incurred through an expected study delay resulting from participation in top-level sport.
2. A top athlete who:
 - a. is recognised as such by UM in accordance with paragraphs 3 to 5; and
 - b. is active as a top athlete during the course of the academic year in question; and
 - c. meets the conditions set forth in Article 4 in conjunction with Article 5 of these Regulations;
 shall be eligible for financial support provided he/she has closely followed the recommendations of the top-level sports coordinator of UM SPORTS, the study adviser and/or the Student Dean and made sufficient effort to minimise the study delay as far as possible.
3. Students shall not be eligible for support for top athletes if their participation in top-level sport entitles them to any other forms of financial support.
4. Students may be recognised as top athletes if they, in accordance with a statement from 'Topsport Limburg', fall under one of the following categories of athletes, which are based on the national criteria laid down by the national sports federation NOC*NSF (see www.topsportlimburg.nl):
 - o A status
 - o Selection status (SelecS)
 - o International Talent (IT)
 - o National Talent (NT)
 - o Promising status (Bel)
 - o Federation status (BS)
 - o Regional status 1 (RS1).
5. International students who are not in possession of a statement from Topsport Limburg but who can demonstrate which (comparable) category of athlete they belong to by means of a statement from the NOC*NSF can be recognised as top athletes in the sense of these Regulations.
6. Applications for recognition as a top athlete must be submitted before 1 October of each academic year to the Executive Board, for the attention of the top-level sports coordinator of UM SPORTS, accompanied by the statement from Topsport Limburg or a statement of (comparable) status from the NOC*NSF.
7. Top athletes are required to report, within 2 months of its occurrence, any injury, illness or other circumstance which may impact their status as a top athlete and/or their study progress to the top-level sports coordinator of UM SPORTS (or the study adviser).
8. If a top athlete loses his/her status as a top athlete in the course of the academic year, or is unable to participate in top-level sport for a lengthy period due to injury, illness or other circumstances, this may have consequences for the allocation of top-sport months to the student in question.

Article 2 Fixed duration of expected study delay caused by participation in top-level sport

1. The duration of the financial support for top athletes shall be fixed at 5 months per academic year regardless of the category under which the athlete falls as referred to in Article 1 paragraph 2 of this Appendix, with the exception of athletes in the category Regional Status 1 (RS1).
2. The duration of the financial support for top athletes in the category Regional Status 1 (RS1) shall be fixed at 3 months per academic year.

Article 3 Application for financial support for top athletes

1. Applications for financial support for top athletes must be submitted using the designated top-level sport application form to the Secretariat of the SSC Profileringsfonds.
2. The application period for the current academic year runs from 1 April until 31 May.
3. Students recognised as top athletes by UM (in accordance with Article 1 paragraphs 5 to 7 of Appendix 2) will be notified of the application period by email by the top-level sports coordinator at UM SPORTS, and will also be sent the top-level sport application form that they must use to submit their application.
4. If a student is not registered on time as a top athlete but believes nonetheless that he/she should be considered for this financial support, the student may request an application form from the top-level sports coordinator at UM SPORTS and submit it to the Secretariat of the SSC Profileringsfonds before 31 May of the current academic year.
5. The application for financial support for top athletes must be accompanied by the following documents:
 - evidence of top athlete status, such as a copy of a 'top sport ID' or a copy of the status letter from Topsport Limburg;
 - a copy of an official notification from DUO indicating the amount and duration of the performance-related grant received in the current academic year and, if needed, the previous academic year in which the student was recognised and active as a top athlete;
 - a stamped overview of the academic results achieved in the current academic year, showing which assessments were sat, the dates on which they were sat, and the results obtained;
 - where applicable, a medical statement in the case of injury or illness during the relevant academic year.

The provisions of Article 10, paragraphs 3 and 4 of these Regulations shall apply *mutatis mutandis*.

Article 4 Processing of applications for top-sport months

The provisions of Article 11, paragraphs 1, 2, 4 and 5 of these Regulations shall apply *mutatis mutandis* to the processing of applications for and decisions taken about financial support on the grounds of participation in top-level sport.