



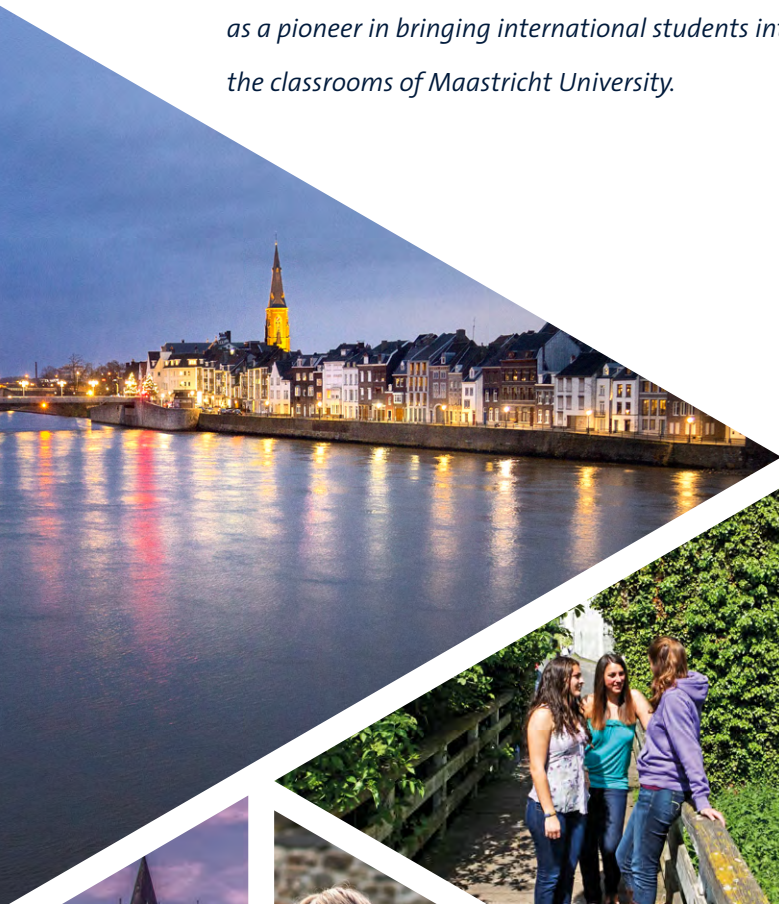
# Maastricht University

## Center for European Studies



2024  
STUDENT HANDBOOK  
2025

*Back in 1987, the Center for European Studies began as a pioneer in bringing international students into the classrooms of Maastricht University.*



# Welcome

First and foremost a warm welcome to all of you. Thank you for deciding to study at Maastricht University through the Center for European Studies (CES). At CES we will do everything in our power to make your stay in Maastricht as comfortable and enjoyable as possible.

Located on the border between the Netherlands and Belgium, 2000-year-old Maastricht is one of the oldest cities in the Netherlands. This is reflected in the beautiful old architecture, from the medieval town ramparts to the cobblestone paving of alleys and streets, seventeenth century facades and a Roman bridge. Maastricht is considered to be the birthplace of the European Union due to the signing of the Treaty of Maastricht in 1992. During your time abroad you will see and experience that Europe is a world apart - with lots of different languages, cultures and historical backgrounds.

This document will cover academic matters. We advise you to read this academic guide carefully and use it for reference. For additional information we would like to refer you to the CES website: [www.maastrichtuniversity.nl/ces](http://www.maastrichtuniversity.nl/ces)

If you have further questions or require more detailed information, our CES staff will be happy to help you. Every programme has its own coordinator and back-up coordinator, but all CES staff members are available for assistance. So please don't hesitate to stop by, even if it's just for a chat.

We wish you a great stay!

On behalf of all CES staff,

**Ilja Schreinemakers**

Interim director of the Center for European Studies (CES)



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# 1 Maastricht University & the Center for European Studies

## Maastricht University

Maastricht University (UM), located in the south of the Netherlands, is internationally renowned for its innovative educational methods, dynamic research portfolio, and diverse international population. The university occupies landmark buildings spread throughout the city centre, and houses its medical and psychology faculties in the suburb of Randwyck alongside its teaching hospital.

### The UM faculties and schools:

- Faculty of Arts and Social Sciences (FASoS)
- Faculty of Health, Medicine and Life Sciences (FHML)
- Faculty of Science and Engineering (FSE) including:
  - University College Maastricht (UCM)
  - Department of Advanced Computing Sciences (DACs)
  - Maastricht Science Programme (MSP)
- Faculty of Law (FoL)
- Faculty of Psychology and Neuroscience (FPN)
- School of Business and Economics (SBE)

### The international classroom

Maastricht University is the most international university in the Netherlands. In addition, the UM is fully bilingual (English and Dutch), with most programmes taught entirely in English. The UM has around 22,000 students and 2,300 academic staff. More than 50% of students and 40% of the teaching staff come from abroad. When studying in Maastricht, you encounter different languages and cultures every day, inside and outside the classroom.

### Problem-Based Learning (PBL)

True to the Dutch tradition of inclusion and compromise, students at Maastricht University widely use Problem-Based Learning. More than just an educational method, PBL is student-centred and student-led, with lecturers and professors providing guidance during the learning process. In small tutorial groups, students analyse real-world problems similar to those they will encounter in their careers. Under the guidance of a professor, students set learning goals together, conduct independent research on each topic and then come together to share their findings and collaborate on solutions. Students find this learning method motivating and rewarding. PBL has one of the highest knowledge retention rates of any educational method and continues to be used at some of the leading universities in the world, including Harvard Medical School, McMaster University and the University of London.



## Center for European Studies

As an integral part of Maastricht University, the Center for European Studies (CES) offers a variety of semester, summer and January programmes focusing on the economic, political, and socio-cultural aspects of Europe and European integration. CES is known to create interesting and challenging study abroad programmes that provide a complete learning experience. For these programmes, which range from one week to one year, we welcome approximately 700 students a year.

CES integrates field trips into each academic programme. These trips are designed to give students real-world experience within the subject matter. Visit the European Parliament and discuss contemporary EU challenges in light of Brexit. Learn about the paintings of the Dutch Golden Age at the Rijksmuseum or walk around the site of the famous Battle of the Bulge in the Ardennes forest.

### CES offers three types of programmes:

**Open enrolment programmes:** are organised around a specific theme and are open to students from all accredited universities and colleges. Students are directly enrolled at Maastricht University, allowing them to take a mixture of courses taught at CES and at other departments of the University.

**University specific programmes:** have been developed in close cooperation with faculty and study abroad advisors from our partner universities and can be faculty-led. Enrolment is limited to students from the university or college for which the programme was created.

**Orientation programmes:** prepare students for further academic studies from undergraduate to postgraduate levels in the Netherlands. Programmes are custom-made for specific groups and vary in length depending on the needs of the students.

All CES programmes include 24/7 emergency assistance: students can call their CES programme coordinator 24/7 in case of an emergency. Additionally, our doors are always wide open. You can come by our offices with any question you might have, we are always happy to see you.

### Student Services Centre (SSC)

CES is part of the Student Services Centre (SSC) of Maastricht University. The SSC is specialised in student related issues such as accommodation, sports, information on studies and work, career advice and psychological support.

### CES address & contact information

CES is located in the Student Services Centre (SSC) and has six offices on the ground floor: C0.05, C0.07, C0.09, C0.11, C0.13 and C0.15. The building is open from Monday to Friday from 08.30 hrs until 18.00 hrs. The building is closed during the weekend. CES offices are open during regular Dutch office hours: Monday - Thursday from 9 AM until 5 PM.

**Maastricht University, Student Services Centre (SSC), Center for European Studies (CES)**  
Bonnevandenstraat 2, 6211 KL Maastricht, The Netherlands  
Secretary's office Tel.: +31(0)43 388 52 82

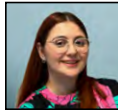
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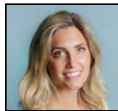
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## CES regulations on education and examinations

All academic rules and procedures with regard to teaching and examinations are outlined in the academic section of this student handbook and the CES education and examination regulations (EER), which can be found on our website. Every student enrolled in a CES programme is responsible for knowing and complying with the rules and procedures as laid out in this student handbook and the EER.

We advise you to carefully read through both the student handbook and the EER as this may save you a lot of time, disappointment and problems later. If you have any questions with regard to the rules and regulations, do not hesitate to contact your CES programme coordinator and/or the education development officer for an explanation.

## Applicability of the regulations

These regulations apply to the education and examinations of the programmes offered by CES. The regulations have been put in place by the education development officer of CES, having obtained the approval and advice of all programme coordinators and the director of CES.

Every effort has been made to ensure that the information contained herein is accurate as of the date of publication (July 2024). CES 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 emailed to students and partners.

The CES Board of Examiners is responsible for the execution of the rules and regulations as stated in this student handbook, the EER and CES course manuals. The CES Board of Examiners consists of three members: the director of CES, the CES education development officer and an independent CES programme coordinator (who is not responsible for the student in question). In cases deemed necessary, the CES Board of Examiners may reverse a professor's decision and take a new decision. This applies in particular to those cases in which students have failed to comply with the requirements for the examination component concerned. Students who do not agree with the decision made by the CES Board of Examiners can file a formal appeal with the CES Board of Appeals (see section 5.18).



## 2 Registration at CES & UM

### 2.1 Application process

Students interested in studying with CES need to fill out and submit an (online) application form before the stated deadline of the programme they are applying for. Please check the CES website for programme specific application procedures.

### 2.2 Application requirements Open Enrolment Programmes

Your application is complete when the application form, together with all additional documents (copy of your passport, passport picture, motivation letter, recommendation letter and official transcript), have been received via the online application platform. All students must agree to the terms and conditions of the CES Cancellation Policy and CES Code of Conduct (see website) to complete their application. The CES programme coordinator will decide whether a student will be admitted to a CES Open Enrolment Programme.

#### Minimum GPA requirement

Students must have a minimum GPA of 3.0 in order to apply for a CES Open Enrolment Programme. Students with a lower GPA can still be considered if they submit an additional recommendation letter from a professor, an academic or a study abroad advisor.

#### Language requirement

Applicants must be proficient in English (comparable to level B2 of the Common European Framework of Reference). Non-native speakers are required to demonstrate proof of English language proficiency.

EU-nationals and students with an International or European Baccalaureate diploma are exempt from providing proof of English proficiency. International students who are enrolled as full-time students at a university or college in a country where English is the official language or where English is the language of education are also exempt from providing proof of English proficiency.

All other prospective students must present a current TOEFL (Test of English as a Foreign Language) or IELTS (International English Testing System) score before they can be admitted. When registering for the TOEFL, please make sure to use the code of Maastricht University which is 7102.

#### The TOEFL test score has to be at least:

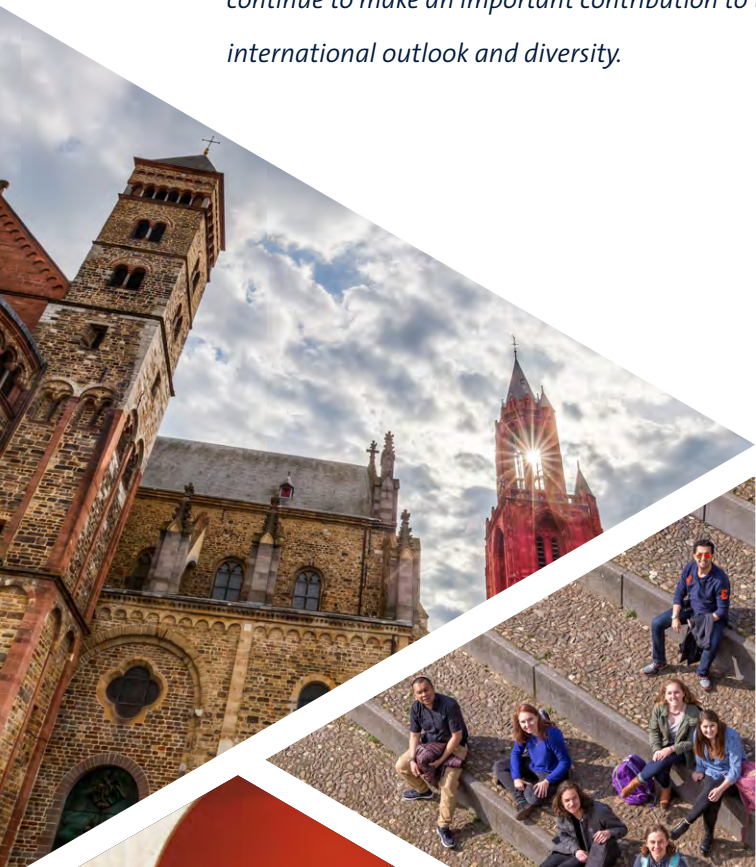
- 575 points (paper-based version)
- 232 points (computer-based version)
- 90 (internet-based version)

The IELTS overall test score must be at least 6.5. Your CAE (Cambridge English: Advanced) test score must be at least a B, whereas your CPE (Cambridge English: Proficiency) must be at least a C.

#### Acceptance letter

Students who have been accepted into a CES programme receive a formal letter of acceptance via email.

*The programmes created by the Center for European Studies continue to make an important contribution to the university's international outlook and diversity.*



## 2.3 UMcard and Certificate of Enrolment (COE)

At the start of the programme all students receive a student identity card (UMcard) together with a Certificate of Enrolment (COE) from their CES programme coordinator. You need your UMcard and COE to identify yourself during exams.

Your Maastricht University ID card (UMcard) can be used to pay on campus.

No surcharges apply when paying with your UMcard. You can use it:

- At a Quick Service Point to pay for printing, copying, scanning and office supplies
- At any of the student restaurants (Mensa), coffee corners or mini markets to pay for food and drinks
- To pay for purchases from candy, coffee and soft drink dispensers on campus

And also:

- At the University Library to borrow books
- To park your car at a UM car park
- To access UM buildings outside normal opening hours and to specific areas
- To identify yourself, e.g. at regular printing/copying machines, in combination with your UM SPORTS card or your identity card/passport (during exams)

You can top up your UMcard online (via <http://maastrichtuniversity.nl/topupumcard>) or at one of the top up units at different locations. Clear instructions are available in Dutch and English. You can use a Dutch debit card (pin pas) or creditcard. Locations where you can top up your UMcard are:

- BOU1-3 (Bouillonstraat 1-3) Ground Floor
- BON2 (Bondefantenenstraat 2) Ground Floor, next to the elevator
- DEB1 (Peter Debyeplein 1) Reception
- GG90-92 (Grote Gracht 90-92) Near reception
- GL17 (Grote Looiersstraat 17) Ground floor, entrance and printer area
- OXF55 (Oxfordlaan 55) Ground floor, entrance
- TAPV (Tapijnkazerne 3, Learning Spaces) Near entrance
- TS53 (Tongersestraat 53) Near entrance
- UNS40 (Universiteitssingel 40) Entrance Mensa
- UNS50 (Universiteitssingel 50) Near reception on level 1
- ZW4 (Zwingelpot 4) Ground floor

For more detailed information, please go to:

[www.maastrichtuniversity.nl/support/services-and-facilities/umcard](http://www.maastrichtuniversity.nl/support/services-and-facilities/umcard)

### Have you lost your UMcard or COE?

Please contact your CES coordinator if you have lost your UMcard or COE. Your CES programme coordinator will apply for a new UMcard. The costs for replacing your UMcard are 11.50 euros (please bring correct change).

### Do you have problems with your UMcard?

Please report any problems to your CES programme coordinator or send an email to [umcard@maastrichtuniversity.nl](mailto:umcard@maastrichtuniversity.nl) or call +31(0)43 388 20 02.

## 3 Courses

Maastricht University offers unique European and internationally-oriented programmes and courses, which consistently rank among the best in the Netherlands.

As part of Maastricht University, CES offers a wide range of courses from every faculty and school. In addition, CES organises its own courses, either to meet specific requests from partner universities or to provide study abroad students specific insight into Dutch and European topics. As with UM, all CES courses require extensive independent study on top of the hours spent in class.

### 3.1 Course offerings

CES publishes a list of available courses before the start of the programme. Each programme has specific requirements concerning the number of courses a student can choose from and at which faculty or school those courses are offered.

### 3.2 Course registration

Students select their courses during the application process. After acceptance into the programme, the CES programme coordinator will check a student's eligibility and sign students up for classes. It is important that students provide the CES coordinator with all information necessary to give appropriate academic advice and finalise registration before the deadlines.

Final registration depends on course prerequisites, availability of courses, registration deadlines, and course schedules. Should the course of your choice be unavailable, your CES programme coordinator will help you find a suitable alternative. Please note that once your course list is finalised you will receive a course approval form which you will need to fill in with the help of your home institution.

### 3.3 Changing courses

Course registrations are finalised before students arrive in Maastricht. Changing courses after students are registered is no longer possible. Requests for course changes will be reviewed on a case-by-case basis and only for academic reasons. Please note that there is no add/drop period at Maastricht University once courses have started.

### 3.4 Withdrawal from courses

Each CES programme requires students to take a minimum number of courses or credits offered by Maastricht University and/or CES in order to be considered a full time student. The number of required courses or credits differs per programme. Students are not allowed to take less courses or credits than the stated minimum number. Students can petition their programme coordinator to be exempted from this rule and obtain permission to drop a course only on the basis of extraordinary circumstances, such as, but not limited to: extended and severe illness, family related

issues for which a student needs to travel back home, psychological issues, etc. Each request will be considered on a case-by-case basis by the CES Board of Examiners and the student's own study abroad or academic advisor. CES may require the student to provide proof such as a medical statement.

### 3.5 Course schedule

Course schedules are subject to change. Students should not make any travel plans until the schedules are finalised as academic work takes precedence over travelling. Final schedules are published approximately two weeks before the start of a block period. Should any scheduling issues arise, your CES coordinator will help to resolve them.

### 3.6 Problem-Based Learning (PBL)

Problem-Based Learning (PBL) clearly illustrates the university's innovative character. This educational model has been at the core of Maastricht University ever since it was founded. Maastricht University applies this effective and successful system in all of its programmes. An increasing number of universities in the Netherlands and abroad have adopted PBL.

#### Individual approach

In a Problem-Based Learning environment students are personally responsible for their academic education. In small tutorial groups, they analyse problems, conduct discussions, exchange knowledge and formulate their learning goals as a group.

#### Learning together

By actively addressing a number of issues, students better grasp the theory and learn to apply their insights to various questions. The variety of perspectives encourages the discussions and allows students to experience the true strength of the group's cultural diversity. Moreover, they gain essential skills such as presenting viewpoints, debating, writing texts and working together.

#### Approachable tutors

Tutors (professors or senior students) guide the tutorial group process, ask critical, substantive questions, share their knowledge and support students when needed. This way, students get the maximum benefit of their expertise.

#### Role of the professor

Courses at Maastricht University are typically multi-disciplinary to reflect the complexity of the real world. A team of professors from different departments combine their expertise to determine suitable literature and select interesting cases. This results in course manuals and a tutor guide. The latter contains detailed explanations of the literature and relevant questions to stimulate the group discussion. The tutor guide ensures that all tutors conduct their tutorial groups in similar ways and that all students gain the same knowledge despite having the freedom to conduct their own research. The professor, who is ultimately responsible for the course, is called the block coordinator. He/she will give the main lectures throughout the course, guide a number of tutorial groups and is available for consultation if students have any questions that are not answered within the tutorial group. The block coordinator also meets with all tutors once a week to discuss the academic progress within each tutorial group.



This is to ensure that all students, despite being in different tutorial groups, are able to understand the subject matter and do well during the exams.

### **Learning and resource centres**

Maastricht University Library houses learning and resource centres that offer an extensive selection of study materials tailored to the subject matter examined by students. Here individuals and groups can study, discuss, meet and use a variety of multimedia.

### **Skills that last a lifetime**

Our graduates' achievements demonstrate that Problem-Based Learning is effective. They are assertive, independent and expert professionals, skilled in analysing complex issues, collecting and structuring information, working in international teams, conducting and leading discussions, and creating and presenting ideas. To ensure success in the future, Maastricht University continues to develop Problem-Based Learning.

For UM courses, students are assigned to tutorial groups by the respective faculty, department or school. During the tutorial meetings the subject matter will be discussed in the presence of a tutor. Depending on the course, laptops and tablets may be permitted during tutorial group meetings.

## **3.7 Skills training**

Depending on the CES programme, students can take (course-related) skills trainings at various UM departments, faculties and schools. Please check the possibilities with your CES programme coordinator.

## **3.8 Course and programme evaluations**

At the end of each course as well as the end of the programme, students are asked to complete a questionnaire to evaluate the course(s) they followed/the programme. The evaluation reports are reviewed by CES and used to evaluate the quality of the courses and components of the programme such as the communication, introduction, trips and activities. In order to adapt and improve our programmes and facilities such as information brochures, computer facilities, housing, sports facilities and other CES services, input from students is essential. CES takes the opinions of its students seriously and acts quickly to meet the needs of students. Your opinion makes a difference!

*At the Center for European Studies, personal attention is key.  
We support our students before, during and even after the  
programme has finished.*

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# 4 Attendance

## 4.1 UM attendance requirements

Maastricht University (UM) has compulsory attendance requirements for all courses, projects, tutorial group meetings, skills training and course related practical trainings, which differ per faculty. The attendance rules are specified in each course manual and in the Education and Examination Regulations published by each faculty, college or school. It is the responsibility of the student to know and comply with the appropriate attendance rules.

CES' education and examination regulations can be found here:

[www.maastrichtuniversity.nl/file/ces-education-and-examination-regulations-2023-2024pdf](http://www.maastrichtuniversity.nl/file/ces-education-and-examination-regulations-2023-2024pdf)

## 4.2 CES attendance requirements

At CES, students are expected to attend all meetings. If circumstances prevent students from complying with this rule, the following applies:

- If the course consists of 32 contact hours, students are allowed to miss four hours of class in total. Students who miss more than four hours of class automatically fail the course.
- If the course consists of 28 contact hours, attendance is 100% mandatory and students cannot miss any classes.

For students in courses with 32 contact hours who can miss four hours of class, CES does not require official make-up assignments, however, it is the student's responsibility to make up for the lost content so they can thrive in their assessment.

A professor can, with approval of the CES Board of Examiners, deviate from the above and require a higher attendance. In such a case the attendance criteria have to be clearly indicated in the course manual and/or other educational material (e.g. the student portal). The student is then required to comply with these deviating attendance criteria.

### Absence

The professor notes attendance at the start of each meeting. In order to be registered as 'present', students need to be on time and participate in an active manner. Students who are more than 15 minutes late or who leave before the meeting has officially ended will be registered as absent. More strict attendance requirements may apply, please refer to the course manual.

In case of absence due to illness or other personal circumstances, students are required to email the professor and programme coordinator before the start of the meeting. The written notification should include the student's name and a brief description of the reason or cause and the expected duration of the absence.

In case of longer absence, the programme coordinator may require additional proof of the cause of the absence, for example a doctor's note. When the student returns, he/she must report to the programme coordinator during the first day he/she has returned. CES cannot be held responsible if a student fails a course due to long-term absence, even if this absence is due to illness or other exceptional personal circumstances.

**Fail, pass and credits in relation to CES attendance requirements**

No final grade can be awarded for courses in which students have not met the attendance requirement. This will result in a 'No Grade (NG)' on the transcript. An NG automatically constitutes a fail and no credit is awarded.



# 5 Assessment

## 5.1 Nature of examination

Part of each course is an examination to determine whether the student has achieved the educational objectives set for the course in a satisfactory manner. The overall assessment of a course takes place in the way as described in the course manual.

## 5.2 Accessibility

The UM is committed to providing equal access to all students. For students seeking accommodations, we encourage you to contact us to discuss access, accommodations and services that you may need. CES requires students to submit a written statement by their home university or college at the time of registration. The statement should specify details and which accommodations are required. UM's Disability Support assesses every accommodation request and provides an Advice Allotment Facilities (AAF). This will be sent to the Board of Examiners, who will then take a formal decision about the facilities. Every effort will be made to meet students' needs based on the resources available.

## 5.3 Method of examination

The method of examination varies per course. In most cases, students have to pass a written or oral examination at the end of the course, but it is also possible that the examination consists of (a combination of) a paper, take home exam, mid-term, active participation or presentation. You will be graded on each item and these count towards your final grade. Information about the final examination method per course can be found in the relevant course manual. The information in the course manuals is final.

## 5.4 Registering for exams

Please ensure to check if you are automatically registered for exams or if you need to do it yourself. If a student's name does not appear on the list held by the exam supervisors, he/she will receive a letter confirming that they were not on the list, and they will still be allowed to sit the exam. After a student has completed the exam they should go directly to CES and inform their programme coordinator. Students must provide their name, ID number and the course code for the exam they had trouble with. CES will assist them in correcting the situation.

## 5.5 Exam schedule

For CES courses students will receive the time, date and location of the exam via the student portal. For UM courses, this information might be published later during the course. Any changes in the schedule up to two weeks before the planned examination date will be published on the student portal which students should check regularly. If a schedule is changed less than two weeks before the planned examination date, students will be notified personally via the announcements in the student portal or via their tutor.

## 5.6 Location of the exam

Exams usually take place in rooms or lecture halls in one of the university buildings. However, for popular UM courses with a lot of students the exams can be scheduled in alternative locations, such as sports facilities and conference halls. The most common ones are:

- **MECC / Conference centre** (Forum 100, 6229 GV Maastricht)
- **Maastricht Music Hall** (Griend 6-7, 6221 AJ Maastricht)
- **Sports Hall De Geusselt** (Olympiaweg 81, 6225 XX Maastricht)
- **Sports Hall De Heeg** (Roserijje 500, 6228 DN Maastricht)
- **Grand Hotel de L'Empereur** (Stationsstraat 2, 6221 BP Maastricht)
- **Club Pellikaan Maastricht** (Dousbergweg 4, 6216 GC Maastricht)

For information on public transport to the exam location check:

<https://9292.nl/en/>

Always consult the student portal for the most up-to-date information.

## 5.7 Regulations during the exam (UM and CES courses)

### Be on time!

Students may enter the exam room 15 minutes before the start of the exam.

After the official starting time of the exam, students will no longer be allowed access to the exam room. Those who arrive late (even if this is only one minute) will not be allowed to take part in the exam. Delays caused by trains, buses or traffic jams are not sufficient causes to be let in after the start of the exam. Students are therefore advised to take into account any possible delays when planning their journey to the exam location.

### Bring your UMCARD and COE

Access to the examination premises is restricted to students enrolled at UM at the time of examination. Students are only entitled to participate in the exam if they can provide a valid UMCARD together with a legible Certificate of Enrolment (COE) at the start of the exam. These must be placed visibly on the table. Students who are unable to provide their UMCARD can use another form of identification: passport, driver's license, identity card or any other official proof of identification. If a student cannot provide proof of identity during the examination, he/she is not entitled to complete the examination and must leave the room.

### Take a seat

Students must take their places in accordance with the seating plan or the instructions of the invigilator at the entrance of the exam room. They are obliged not to cause any disturbance to fellow students before, during or after the exam. Coats and bags must be placed under the table on the floor. You may not stand up and walk through or leave the room during the examination without an invigilator's permission. If you have a question, raise your hand. One of the invigilators will come to you. Contact in any form whatsoever with other examinees is not permitted.

### **No mobile phones**

Students must follow the instructions of the invigilator or exam coordinator at all times. During exams you are not allowed to have cell phones or other digital devices of any kind within reach. These devices must be turned off and placed in a bag on the floor. The exam will be declared invalid if students do not comply with this rule, resulting in a failing grade.

### **No watches**

Students may not wear a watch during the examination.

### **Permitted materials**

Students should only have access to a pen, pencil, eraser, valid UMc card and Certificate of Enrolment. Notes can be made on empty pages in the examination booklet or on scrap paper provided by the invigilator. Generally, students are not allowed to have any reference material (books, articles, notes or other material) or information devices (for example a notebook) on their table during the exam. For particular courses an examination coordinator can authorise the use of specific electronic equipment (for example a calculator) or specific reference material (such as a law book).

### **Instructions on how to fill out the exam**

Instructions on how to fill out the exam are stated on the answer forms, assignments or examination booklet. If a student ignores these instructions, uses different writing devices, changes the details printed on the forms or makes notes elsewhere on the answer forms, the forms cannot be processed and no results can be determined. The consequences of these actions are the sole responsibility of the students.

### **Eating and drinking**

Depending on the location, students may or may not eat and/or drink during the exam (please check local examination rules). If eating and drinking is allowed, students should do so quietly without disturbing anyone and without leaving any rubbish behind.

### **Bathroom breaks**

Bathroom breaks during the exam are only allowed with the permission of an invigilator. In principle, students are only allowed one bathroom break during examination. Students may not visit the bathroom until 30 minutes after the start of the examination or during the last 30 minutes before the end. Only one student at a time may visit the facilities. Students will be required to empty their pockets before going to the bathroom.

### **When you are finished**

Students may leave 30 minutes after the official starting time of the exam. After a student has handed in the exam to the invigilator and left the room, he/she can no longer re-enter. 30 minutes before the exam officially ends, an announcement will indicate the remaining time and inform students to remain seated until the end of the exam. Students must remain seated until the invigilator has collected their work from their tables. After that, they may leave the room. Students must return the answer sheet at the end of the exam or whenever an invigilator requires them to do so. Students need to sign a form in order to confirm that they have handed in the exam paper.



## 5.8 Irregularities during the exam

In the event of fraud, CES or the faculty Board of Examiners can declare the result of the exam invalid. The student's right to take one or more exams, tests or assessment components may be withdrawn. Fraud includes any action or failure to act on the part of a student that makes it impossible to fully or partially form a correct judgement of the student's or a fellow student's knowledge, insight or skill.

### Among other things, this includes:

- Regardless of the place and manner, the exchange of information with fellow students or others during the exam
- The possession of non-permitted materials either on or in the vicinity of the table, or in any other place accessible to the student
- The possession of any means of communication (e.g. mobile phones, smart watches and tablets), dictionaries or other books, texts or other devices (e.g. calculators), watches and scrap paper other than those indicated as permissible
- Leaving the room without the consent of an invigilator
- Visiting the bathroom without permission from an invigilator
- Taking something from a bag without permission from an invigilator

The invigilator, examiner or staff member of CES or the Faculty Education Office will advise the student on the gravity of the potential irregularity or fraud. Prohibited devices will be confiscated. In principle the student can continue with the exam, but if the student opposes the confiscation of the device he/she may be excluded from further participation. The confiscated device will be returned to the student at a time determined by CES or the Faculty Board of Examiners. Students should be aware that this may take several weeks if the investigation into the potential irregularity or fraud is ongoing.

Maastricht University explicitly disclaims responsibility for any loss or damage of confiscated devices. Students who have the written permission of the Board of Examiners to use other devices must inform the exam coordinator or head invigilator present before the exam, and must always be able to present a copy of this document.

In case of irregularities, CES or the faculty Board of Examiners may furthermore impose any of the following sanctions: a reprimand or exclusion from any (further) participation in one or more examinations for a period not exceeding one year.

## 5.9 Fraud and plagiarism

'Fraud', including 'plagiarism', means actions or omissions by a student which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills. Plagiarism is understood as the presentation of one's own or other people's ideas or words without adequate reference to the source; presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own; not clearly indicating literal or almost literal quotations in the text, for example via quotation marks or a certain layout; paraphrasing the content of his/her own or other people's texts without adequate reference to the source; copying video, audio or test material, software and

programme codes from others without adequate reference to the source and thus passing them off as his/her own; copying work from fellow students and thus passing it off as his/her own; submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own.

### Anti-plagiarism software

CES and Maastricht University use anti-plagiarism software to keep students from copying texts from other people. The introduction of this software has proven to be very successful. Cases of fraud have effectively decreased since its introduction and are hoped to steadily diminish further. The software, consisting of two applications, is used for a number of subjects. One application compares student assignments with each other by searching for combinations of words. The lecturer then assesses whether the number of copied sentences is acceptable or not. The other application can also compare texts on the Internet by indicating colour codes. If the final result is red, the text is suspicious. Again, the lecturers' assessment is important. It is possible that the coloured text represents a bona fide citation, including a proper source reference.

### Sanctions

In case of plagiarism, CES or the faculty Board of Examiners may impose any of the following sanctions: a reprimand or exclusion from any (further) participation in one or more examinations for a period not exceeding one year.

## 5.10 Oral examinations

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

## 5.11 Time limit for assessment

The CES professor decides on the grade for a written or any other examination within 15 working days (+/- three weeks, excluding holidays) after the day the examination takes place. Some CES professors may need more time to decide on the grade for their course. This will be specified in the course manual. The professor provides the CES programme coordinator with the details of the results, which will then be published on the student portal. If students have any questions about their grades, they can reach out to their programme coordinator. For Maastricht University courses, the publication of grades might take up to 20 working days (+/- four weeks). Grades are available on the student portal and/or on MyUM.

## 5.12 Grades

Every course has its own requirements that students need to fulfill in order to pass the course. These requirements are mentioned in the course manual. An example from one of the course manuals (*note: this is only an example*):

- Presentation(s): 25%
- Participation: 25%
- Final Exam: 50%

Most courses require a 5.5 or higher on the final exam (and sometimes also for each subgrade) in order to pass the entire course. At the School of Business and Economics, a professor may award a final grade of 1.0 if a student does not pass the final examination with a passing grade. Therefore students are all well advised to carefully read the requirements of each course since they may vary. For UM courses students are urged to regularly check their exam results via the student portal and/or MyUM. If a student fails a course, he/she should contact their CES programme coordinator as soon as possible.

If a student decides to take a CES course that has the possibility to undertake an Independent Study Project (ISP) for 3 ECTS credits on top of the amount of ECTS credits related to the course, both the course grade (composing of all course related elements) and the ISP grade should be 5.5 or higher. The final grade for the course will then be 67% of the course grade and 33% of the ISP grade. If it is possible to undertake an ISP during a course, it is mentioned in the course manual.

### 5.13 Conversion scale

At Maastricht University, grades are awarded in numerical terms, from 1-10. A numerical grade of 5.5 or higher constitutes a pass where full credit is awarded. The period of validity for passed courses is unlimited. Numerical grades of 5.4 or lower constitute a fail and no credit is awarded.

NG (no grade) can be assigned when a student registers for but never attends a class; when a student drops a course without permission; as a result of plagiarism or academic dishonesty; or when the assessment is incomplete and no grade can be assigned. NG automatically constitutes a fail and no credit is awarded.

Universities and colleges can convert the numerical grades using either the UM conversion scale or a different conversion scale as they see fit. ECTS stands for 'European Credit Transfer System' and one ECTS credit corresponds to a workload of 28 hours.

CES uses the following conversion scale:

Dutch grade	Letter grade	Grade point	Description
8.6 - 10	A+	4.0	Excellent
8.0 - 8.5	A	4.0	
7.7 - 7.9	A-	3.7	Good
7.4 - 7.6	B+	3.3	
7.0 - 7.3	B	3.0	
6.7 - 6.9	B-	2.7	Pass
6.4 - 6.6	C+	2.3	
6.0 - 6.3	C	2.0	
5.5 - 5.9	C-	1.7	
5.4	D+	1.3	Fail - no credits
5.0 - 5.3	D	1.0	
0.0 - 4.9	F	0.0	
NG	F	0.0	

### Pass/fail

It is not possible to remove failing grades from transcripts. However, depending on the policies of their home university/college, students may be able to take classes pass/fail. Before classes start, students will have to discuss this with their study (abroad) advisor at their home university/college and inform CES of their decision. Please note that CES transcripts always list numerical grades. It is up to a student's home university/college how these grades are transferred back.

## 5.14 Right of inspection

### CES courses

Students can request inspection of their assessment within a maximum of 30 days after the exam results are published.

### UM courses

Within a maximum of 30 days after the results of a written examination are published, the course coordinator organises an opportunity for inspection of the student's assessed work. Inspection hours are published on the student portal or communicated via email. This is an opportunity for the student to review the standards used in exam assessments. Please note that the examination boards of each faculty strictly adhere to the inspection periods. This means that it is not possible to inspect exams outside the times indicated. Students are urged to sign up for an inspection in the case that they receive a failing grade or if they have questions about the exam. We strongly urge students to check the student portal for inspection hours and any updates regarding resits.

## 5.15 Resit examinations

Students are entitled to a resit if they receive a failing final grade and have made a significant attempt at all of the assessment components. It is not permitted to do a resit in order to get a better grade if a student has already passed the course with a passing grade. After a resit, the highest grade will be considered the final grade.

### CES courses

The resit examination is only available for students who have complied with the compulsory attendance requirement and made a significant attempt at all assessment components. Students must formally request a resit within 10 days of receiving their final grade by emailing [ces-educationoffice@maastrichtuniversity.nl](mailto:ces-educationoffice@maastrichtuniversity.nl). Resits must take place within the same academic year as the initial exam and are made at the discretion of the professor.

### UM courses

Resit regulations for courses offered by Maastricht University vary per faculty, department and school. Students are not automatically registered for resits. A student who has failed a Maastricht University course may ask the CES programme coordinator to arrange a resit but CES cannot guarantee that a resit will be granted. Please note that most faculties do not allow exams to be faxed or emailed abroad. This means that you will have to be in Maastricht if you need to do a resit unless the resit exam consists of a paper or take home exam. Other faculties do allow course coordinators to make alternative arrangements for international students who have already returned home. Please make sure that you read the course manual and consult the faculty specific rules and regulations on the student portal.

## 5.16 Credits

At Maastricht University credits are calculated using the European Credit Transfer System (ECTS). One ECTS credit corresponds to a workload of 28 hours. Each faculty and school assigns a different number of ECTS credits to a regular course. Most CES courses are worth 6.0 ECTS credits.

## 5.17 Transcript

CES will obtain the final grades for each course and generate a transcript indicating the numerical grades and the number of ECTS credits awarded. The CES transcript will be sent to the Registrar's Office of a student's home university or college after the end of the programme. Along with the transcript CES will provide the CES conversion scale. However, universities and colleges can convert the numerical grades as they see fit. Please notify your CES programme coordinator in time if you need your transcript expedited, for example for graduation.

## 5.18 Complaints on CES examinations

A complaint against components of an examination must be submitted in writing to the CES Board of Examiners by emailing [ces-educationoffice@maastrichtuniversity.nl](mailto:ces-educationoffice@maastrichtuniversity.nl). The CES Board of Examiners will make a reasoned decision within 15 working days after receipt of the request. Students will be notified of the decision in writing. If a student does not agree with a decision taken by the CES Board of Examiners, the student has the right to submit a formal appeal to the CES Board of Appeals (composed of the director of the SSC and an independent CES programme coordinator) within a week of the decision. The CES Board of Appeals will make a final and binding decision within 15 working days after receipt of the appeal.

## 5.19 Unforeseen circumstances

The CES Board of Examiners has the right to decide on cases which are not addressed in the CES regulations. No rights can be derived from these decisions, announcements, or advice even if these are in contradiction to or not in accordance with the CES regulations.

*The Center for European Studies prides itself on providing the best possible European study abroad experiences inside and outside the classroom.*





# 6 Academic services

## Log on information

You will receive your username and password information from your CES coordinator. Students can log on to the university system by entering: 'i' + your ID number and password. For example: user name: i635769 password: \*\*\*\*\* (e.g. 541W6x91)

## Wireless network

You can use the wireless network in the UM Guesthouse as well as all locations of Maastricht University.

For more information on WiFi go to the ICTS home page. This page also offers online manuals: [www.maastrichtuniversity.nl/about-um/service-centres/ict-service-centre](http://www.maastrichtuniversity.nl/about-um/service-centres/ict-service-centre)

If you need further assistance, please contact the ICTS Servicedesk, which is located in the University Library in the city centre (Grote Looiersstraat 17). The Servicedesk offers active support for Windows users. For Mac support go to [www.maastrichtuniversity.nl/support/ict-services/manuals-and-information](http://www.maastrichtuniversity.nl/support/ict-services/manuals-and-information) and in case you need active help please email: [mac-support@maastrichtuniversity.nl](mailto:mac-support@maastrichtuniversity.nl)

## Data storage

Maastricht University provides all students with 250MB of personal storage space on the I-drive. You automatically get access to this storage space when you log in at a study place in the library or via Student Desktop Anywhere. Since this I-drive is restricted to your ID-number no other person has access to it. Of course it is always possible to save on a USB (or disk). All data that is not saved on your I-drive will be lost after a shut down, reset or computer failure. Therefore, never store any data or software on the other drives without permission.

## Student Desktop Anywhere

Student Desktop Anywhere provides Maastricht University (UM) students with access to the same student desktop facilities on library computers, even when you are working on a computer outside the University Library (or on your own laptop in the library). Along with having access to the electronic library (e-journals, e-books, databases) and catalogues, you can also use your I-drive and the regular and faculty applications you need during your studies from home or anywhere in the world. This means that you can, for example, continue working at home on files you created via specific software (like SPSS) in the computer rooms of the University Library without having the software installed on your own device! You can gain access to Student Desktop Anywhere by logging on to [www.maastrichtuniversity.nl/anywhere](http://www.maastrichtuniversity.nl/anywhere) with your UM account.

## Student email accounts

Maastricht University provides each student with a personal email account for the duration of their studies at Maastricht University. All student email addresses are built up in a similar way: [initials.lastname@student.maastrichtuniversity.nl](mailto:initials.lastname@student.maastrichtuniversity.nl). At the start of classes, the CES programme coordinator will start using the Maastricht University email account to communicate with the students, unless otherwise indicated.

**Webmail can be accessed via:** <http://webmail.maastrichtuniversity.nl>

Log on with your UM username and password.

## The student portal

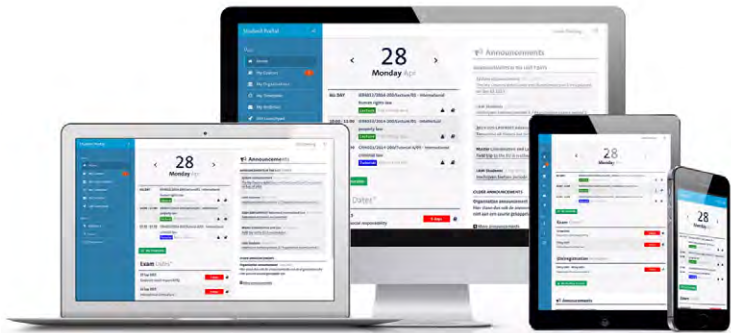
The student portal is an electronic learning environment for the students of Maastricht University. This application provides information on courses and serves as a portal for all student information. Throughout the programme students can access their own course materials, for example readers, PowerPoint presentations, assignments, exams and various means of communication such as announcements, group discussions, timetables, etc. CES students are introduced to the student portal at the start of their programme.

To log on to the student portal go to: [studentportal.maastrichtuniversity.nl](https://studentportal.maastrichtuniversity.nl)  
Log on with your UM username and password.

## The student portal - class schedules and (final) grades

On the student portal you can find information about the timetable for your classes and your final grades. Please contact your CES programme coordinator in case of scheduling conflicts or questions about your final grade.

- Information about grades: Courses > Show results. If you select one of the courses you will also be able to view the breakdown of your grade.
- Information about schedules: My Timetable. You can choose a daily, weekly or list view.



### Explanation Timetable

<b>Course code</b>	e.g. EBC2051
<b>Course name</b>	e.g. Business and Politics in Europe
<b>Time</b>	e.g. 13.30-15.30 (24 hour time)
<b>Tutorial</b>	Tutorial group meeting (alternatively you can also have 'Lecture' or 'Opening Lecture')
<b>A or B</b>	Refers to the first (A) or second (B) time the tutorial group meets during the week
<b>Tutorial group</b>	e.g. group number 05
<b>Staff</b>	e.g. M. Heckman
<b>Location</b>	e.g. TS53, E2.06 (TS53 = Tongersestraat, number 53, E2.06 = room number)

### Locations of classes

Maastricht University has an urban campus. Most faculties are housed in beautiful historic buildings in downtown Maastricht, within walking distance from one another. The Faculty of Health, Medicine and Life Sciences (FHML), the Faculty of Psychology and Neuroscience (FPN) and the Faculty of Science and Engineering (FSE) are located on the other side of the river, next to the main hospital. The abbreviations for the buildings refer to the street on which they are located.

Abbreviation	Street	Faculty
BON2	Bonnefantenstraat 2	Student Services Centre Center for European Studies Language Centre
BOU1-3	Bouillonstraat 1-3	Faculty of Law
DEB1	Peter Debyeplein 1	Faculty of Health, Medicine and Life Sciences Faculty of Psychology and Neuroscience
DEB15	Peter Debyeplein 15	UM Sports
DUB30	Duboisdomein 30	ETpathfinder Facility Services
GL17	Grote Looiersstraat 17	University Library (Inner City)
GG76	Grote Gracht 76	Faculty of Arts and Social Sciences
GG80-82	Grote Gracht 80-82	Faculty of Arts and Social Sciences
GG90-92	Grote Gracht 90-92	Faculty of Arts and Social Sciences*
KAP2	Kapoenstraat 2	Faculty of Law
MBB4-6	Minderbroedersberg 4-6	Main university offices
MBB6	Minderbroedersberg 6A	Foundation Programme
OXF55	Oxfordlaan 55	Faculty of Psychology and Neuroscience Brains Unlimited
OXF70	Oxfordlaan 70	Faculty of Psychology and Neuroscience Brightlands Maastricht Health Campus
PHS1	Paul-Henri Spaaklaan 1	Faculty of Science and Engineering* Department of Advanced Computing Sciences Maastricht Science Programme Faculty of Health, Medicine and Life Sciences
TAP11	Tapijnkazerne 11	School of Business and Economics Maastricht Sustainability Institute Learning Spaces
TAPV	Tapijnkazerne 3	Learning Spaces
TAPX	St. Hubertuslaan 12, Building X	EDLAB
TS49	Tongersestraat 49	School of Business and Economics <i>building next to the gate</i>
TS49a	Tongersestraat 49a	School of Business and Economics <i>building opposite the main entrance</i>
TS53	Tongersestraat 53	School of Business and Economics*
UNS40	Universiteitssingel 40	Faculty of Psychology and Neuroscience* Faculty of Health, Medicine and Life Sciences
UNS50	Universiteitssingel 50	University Library (Randwyck) Faculty of Health, Medicine and Life Sciences
UNS60	Universiteitssingel 60	Faculty of Health, Medicine and Life Sciences
ZW4	Zwingelput 4	University College Maastricht

\* main building

## Books

CES courses include textbooks. The books are on loan, students are expected to pay a deposit which they will receive back when the books are returned in good condition at the end of the course. For all courses offered by Maastricht University, students have several options regarding course books: they can buy a new or second-hand copy; lend the book from the University Library; study at the Learning and Resource Centre; or make copies of the relevant chapters.

## Course manuals and readers

Before the start of each course students receive a digital copy of the course manual and possibly a reader (collection of articles and book chapters) through the student portal. Students can also receive a hard copy of both upon request.

### Ordering course manuals and readers

All faculties and schools work with digital course manuals and readers available via the student portal. At CES, hard copies are provided upon request.

<https://studentportal.maastrichtuniversity.nl>

## Copying/printing

### myPrint: Flexible, cost effective & sustainable

The print services at Maastricht University are managed by ICTS and supplied by Canon. The multi-function printers (MFPs) print practically anything in colour or black & white and can also be used with mobile devices. They are environmentally friendly and deliver affordable products (for UM and for students). The following website contains more information on how to operate the MFPs, how students get print credit and how to print from home: <https://ummycampusprint.zendesk.com/>

The online print portal can be accessed via this link: <https://um.mycampusprint.nl/>

There are also printing facilities at the Guesthouse.

### Special copying services

The Canon Service Desks provide special copying services such as copying onto A3 format, making colour prints, binding theses and reports, etc. Students can also buy their stationary (pens, notepads, markers, folders) at the service desks. The locations of the service desks are:

#### Canon Grote Looiersstraat

Grote Looiersstraat 17, Tel: +31(0)43 388 37 07,

Email: [canon-gl17@maastrichtuniversity.nl](mailto:canon-gl17@maastrichtuniversity.nl)

#### Canon Universiteitssingel

(On the bridge between the Mensa and the University Library)

Universiteitssingel 40, Tel: +31(0)43 388 11 48

Email: [canon-uns40@maastrichtuniversity.nl](mailto:canon-uns40@maastrichtuniversity.nl)

Opening hours: Monday - Friday 09.00 - 12.00 hrs.

# 7 Other services

## Receiving mail

All CES students are encouraged to use the CES address to receive mail. Letters will be sorted by the CES staff and distributed in the CES mail boxes opposite CES office C0.05 on the ground floor. Letters are sorted by the first letter of the students' last name. If students receive a package they will be notified via email by a CES staff member.

## Maastricht University

SSC / CES / coordinator's name / student's name  
Bonnefantenstraat 2  
6211 KL Maastricht  
The Netherlands

## University newspaper 'Observant'

The 'Observant' is published once per week. Free copies can be picked up at the entrances of all university buildings. The newspaper also has an English section for all international students. Information concerning educational activities, such as block openings and lectures, or concerning the examinations, such as (change of) time and location, can be found in the 'Mededelingen' (Announcements) column in both English and Dutch, for each faculty, department and school. You are expected to consult this column regularly if you take classes at a Maastricht University faculty, department or school.

For the online (English) version of the Observant, please go to:

[www.observantonline.nl](http://www.observantonline.nl)

## Wellbeing and support

At CES we want to help provide tools that promote a healthy and happy student life and support you when challenges arise.

Our in-house counsellor Laura Marley is available for all CES students.

The aim is to provide support which is easily accessible, with an open and friendly approach, dedicated to helping you thrive at UM. Drop by room C0.07 at CES or make an appointment to talk and walk through all the resources and options.



For more information about resources and initiatives that are available at the UM, please visit: [www.maastrichtuniversity.nl/wellbeing-and-support](http://www.maastrichtuniversity.nl/wellbeing-and-support)

## Eurest Campus

Eurest Campus lets you start your day with a good coffee and homemade pastries and sandwiches at the Bakery Café located at Universiteitssingel 30 or the Law Café at Bouillonstraat 1-3. Grab a quick snack at one of their food markets (Universiteitssingel 50, Tongersestraat 53 and Grote Looiersstraat 17) and enjoy your dinner at one of the Global Village (mensa) locations (Tongersestraat 53 and Universiteitssingel 40), which offer daily specials, homemade desserts and salads. You can find the daily menu and the opening hours on the UM website so you will never bump into a closed door or miss your favourite meal.

# Academic calendar 2024-2025



**Inkom (Fresher's week) Maastricht University**  
19 - 22 August 2024



**Education periods**  
Block period 1: 2 September - 25 October 2024  
Block period 2: 28 October - 20 December 2024  
Block period 3: 6 - 31 January 2025  
Block period 4: 3 February - 4 April 2025  
Block period 5: 7 April - 6 June 2025  
Block period 6: 10 June - 4 July 2025



**Introduction weeks CES**  
19 - 30 August 2024 (fall)  
20 - 31 January 2025 (spring)



**Start academic year**  
Monday, 2 September 2024



**Summer semester**  
7 July - 29 August 2025

## Education periods per faculty

	Fall semester 2024			Spring semester 2025		
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
CES	02/09 - 25/10	28/10 - 20/12	06/01 - 24/01	03/02 - 04/04	07/04 - 06/06	10/06 - 04/07
DACS	02/09 - 18/10	28/10 - 13/12	06/01 - 24/01	27/01 - 21/03	31/03 - 23/05	26/05 - 20/06
FASoS	02/09 - 25/10	28/10 - 20/12	06/01 - 31/01	03/02 - 04/04	07/04 - 06/06	10/06 - 04/07
FHML	02/09 - 25/10	28/10 - 20/12	06/01 - 31/01	03/02 - 04/04	07/04 - 06/06	10/06 - 04/07
FoL	02/09 - 25/10	28/10 - 20/12	06/01 - 31/01	03/02 - 04/04	14/04 - 13/06	16/06 - 11/07
FPN	02/09 - 25/10	28/10 - 20/12	06/01 - 31/01	03/02 - 04/04	07/04 - 06/06	10/06 - 04/07
MSP	02/09 - 18/10	28/10 - 13/12	06/01 - 24/01	27/01 - 21/03	31/03 - 23/05	26/05 - 20/06
SBE	02/09 - 25/10	28/10 - 20/12	13/01 - 24/01	03/02 - 04/04	14/04 - 13/06	23/06 - 04/07
UCM	02/09 - 18/10	28/10 - 13/12	06/01 - 24/01	27/01 - 21/03	31/03 - 23/05	26/05 - 20/06

CES	Center for European Studies
DACS	Department of Advanced Computing Sciences
FASoS	Faculty of Arts and Social Sciences
FHML	Faculty of Health, Medicine and Life Sciences

FoL	Faculty of Law
FPN	Faculty of Psychology and Neuroscience
MSP	Maastricht Science Programme
SBE	School of Business and Economics
UCM	University College Maastricht



**Public holidays/days off**  
Christmas break:  
23 December 2024 - 3 January 2025  
Carnival break: 3 - 7 March 2025  
Good Friday: 18 April 2025  
Easter: 20 - 21 April 2025  
King's Day: 26 April 2025  
Liberation Day: 5 May 2025  
Ascension Day: 29 May 2025 (+ bridging day 30 May 2025)  
Pentecost: 8 - 9 June 2025



**Significant dates, not public holidays**  
Halloween: 31 October 2024  
Sinterklaas: 5 December 2024  
Memorial Day: 4 May 2025

August						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# Student handbook 2024–2025

Published, edited and coordinated by:

## Academic Guide

Center for European Studies  
Maastricht University

Lay-out and design by: Grafisch Ontwerpburo Emilio Perez, Geleen  
Photography Student Handbooks Maastricht University: Arjen Schmitz, Jonathan Vos, Harry Heuts, Herman van Ommen, Sacha Ruland, Aron Nijs, Nathalie Ummels, Joey Roberts, Moniek Wegdam, Emilio Perez, VVV Maastricht, I-stockphoto and Photostock Maastricht University - Marketing and communications, Nadia Hagen, Deanie Chen and Loraine Bodewes.

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