

Objection form Complaints Service Point

Details student:

Name | Surname:|.....

Address:

Postal code | City:|.....

UM email address:@student.maastrichtuniversity.nl

Phone number:

Details education:

ID-number: i.....

Faculty:

Programme:

Subject objection:

First, we ask you to briefly explain against which decision you want to file an objection and why. An explanation of one or two sentences is sufficient.

Please always attach a copy or screenshot of the contested decision and make sure that the date of publication or dispatch is clearly visible and readable!

In principle, an objection must be filed within six weeks from the day after the decision was published.¹ The term starts the day after the decision is published or sent. It is important that you file your objection on time with the Complaints Service Point. If you are not on time, the Advisory Committee for Student Affairs (AC) may declare your objection inadmissible. In other words: this means you might lose your right to file an objection!

Publication date or date of dispatch of the decision you do not agree with:
(For example the date of publication of a decision regarding admission to a bachelor programme)

Furthermore, an objection has to be accompanied by a motivation. In this motivation, you describe the reasons why you do not agree with the contested decision or part of that decision. Be as precise as possible in your description of what you wish to achieve with your objection and what you request from the other party.²

¹ An objection is filed on time if it is received before the end of the term (in accordance with article 6:9 paragraph 1 of the Dutch General Administrative Law Act (Awb)).

² You can do so by writing a letter, but this not obligatory. You can find an example of a motivation letter on our [website](#).

Please check before you file your objection, if you have attached the following documents:

- ☐ A copy or screenshot of the contested decision
- ☐ Your motivation for filing an objection
- ☐ Possible other documents to support your objection

Date

Signature (handwritten)³

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When you have filled out this form completely, and have collected and attached all relevant documents, you can send your objection to the Complaints Service Point. You can do this via email, regular mail or by handing over your objection at the Student Service Centre.

Via email to:

complaintsservice@maastrichtuniversity.nl

Via regular mail to:

Maastricht University
Student Service Centre (SSC)
Attn. Complaints Service Point (CSP)
Postbus 616
6200 MD Maastricht

Handing over at the Student Service Centre:

Information desk Visitor's Centre
Bonnekantstraat 2
6211 KL Maastricht
Mon. until Fri. 8.30 – 17.00hrs.

Please write clearly on the envelope: Attn. Complaints Service Point (CSP)!

³ Please sign the form with pen or electronically. Typing or writing your name is not sufficient!