

'Profileringsfonds' Regulation for Students of Maastricht University 2022/23

Adopted by the Executive Board

on 28 June 2022

following approval by the University Council

Effective as of 1 September 2022

*The 'Profileringsfonds Regulation' is a translation of the 'Regeling Profileringsfonds.'
This translation has no legal force.*

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PART I General

Article 1 Definitions

In this Regulation, the following terms shall have the following meanings:

- a. *administrative activities*:
 - 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, and
 - 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 followed by the student;
- b. *administrative months*: financial support for an expected study delay resulting from participation in administrative activities, expressed in months;
- c. *special circumstances in the category of force majeure*: special circumstances such as illness, disability or chronic illness, pregnancy and childbirth, family circumstances or an infeasible study programme (a study programme designed in such a way that it leads to study delay, e.g. because courses can no longer be taken and/or completed and no alternative is offered);
- 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, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Liechtenstein, Iceland, Norway;
- i. *non-EU/EEA student*: a student who is not a national of an EU/EEA country;
- j. *nominal duration of study programme*: the statutory duration of the programme according to the WHW/RIO: 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 if students do not incur a study delay and the programme is not interrupted;
- k. *support*: financial support from UM's 'Profileringfond's';
- l. *performance-related grant*: a component of the student finance provided by DUO in the form of a grant that is converted into a gift if the student obtains the degree within 10 years. The performance-related grant consists of the basic grant and/or the supplementary grant and/or the travel allowance and/or the single-parent allowance. Tuition-fee credit is not part of the performance-related grant;

- m. *performance-related grant phase*: the period, determined by DUO, in which the student is entitled to a performance-related grant. In the context of this Regulation, the period during which the student is eligible for the travel allowance is not taken into account. The performance-related grant is awarded to a student once for a period of four years. In some cases, this period may be longer, for example if the nominal duration of a master's programme exceeds one year or if the student has received a one-year extension of the student finance (Article 5.2 of the WSF 2000);
- 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. *academic year*: the year in which the student is enrolled, which starts on 1 September and ends on 31 August of the following calendar year;
- q. *study delay*: ECTS which a student fails to obtain during the performance-related grant phase, assuming a nominal study load of 60 ECTS per academic year. If in a given academic year fewer than 60 ECTS can be obtained for the curriculum, the maximum number of ECTS, which it is possible to obtain, forms the starting point for determining the duration of the incurred study delay. Credits not obtained for courses, internships or education that are not part of the student's curriculum, do not count towards a study delay. Any period during which a student is deregistered does not count towards a study delay;
- r. *top-level sport months*: financial support for an expected study delay resulting from participation in top-level sport, expressed in months;
- s. *UM*: Maastricht University;
- t. *UM SPORTS*: office that is part of the SSC, which is responsible for sport and recreational activities for students and staff;
- u. *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;
- v. *WHW*: Higher Education and Research Act (8 October 1992, Bulletin of Acts and Decrees 1992, 593 and as subsequently amended);
- w. *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 this Regulation that are also referred to in the Act will have the meaning as conferred to them in the Act.

Article 2 Purpose of the Regulation

Sections 7.51–7.51i of the WHW stipulate that UM shall make provisions for the financial support of students registered at UM if due to **special circumstances** they expect to incur or have incurred a **study delay** and therefore face additional study costs. This Regulation elaborates 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 for a student, who as a direct result (causal relationship) has incurred or is expected to incur a study delay, and which can entitle the student to financial support:
 - 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 followed by the student;
 - 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. an infeasible study programme;
 - g. participation in top-level sport;
 - h. special circumstances other than those referred to under *a* to *g*, which, if an application for financial support on such grounds were not to be honoured by the board of the institution, would result in excessive unfairness.
2. Special circumstances as referred to in paragraph 1 under *c* to *f* are characterised by force majeure and, as such, are classed in this Regulation as '**force majeure**'. The additional conditions and procedure for financial support of force majeure are included in PART II.

Article 4 Eligibility for financial support

1. In accordance with the WHW, a student shall, pursuant to this regulation, be eligible for financial support for the additional study costs incurred as a result of an (expected) study delay, provided that the student, in the academic year in which the study delay arises due to a special circumstance as referred to in Article 3:
 - a. is registered as a full-time student at UM for the entire academic year (excluding pre-master's students); and
 - b. pays the statutory tuition fee to UM; and
 - c. receives student finance from DUO; and
 - d. the performance-related grant phase as referred to in Article 1 under *m* has not yet lapsed.

2. A student shall also be eligible, under the conditions set out in paragraph 1, if the student is registered for a master's programme, which the Executive Board has determined, based on Section 7.4a subsection 8 of the WHW, involves a workload of more than 60 ECTS per academic year.
3. A student shall also be eligible, under the conditions set out in paragraph 1, if the student is registered for a programme which has not been reaccredited and for which the student has not yet been awarded a degree.

Article 5 Broader conditions for administrative activities and top-level sport

1. Students who are expected to incur a study delay because of administrative activities or top-level sport shall also be eligible for administrative months or top-level sport months in the first 12 months following the performance-related grant phase. The performance-related grant phase of these students may not have lapsed before 31 August 2022.
2. EU/EEA students who are expected to incur a study delay because of administrative activities or top-level sport and pay statutory tuition fees, but who do not receive a performance-related grant from DUO because they do not fulfil DUO's precondition of having their own income from working at least 56 hours per month, shall also be eligible for administrative months or top-level sport months if they were under the age of 30 at the start of their present study programme and do not receive student finance from another country.
3. Non-EU/EER students who are expected to incur a study delay because of administrative activities or top-level sport, who are not eligible for the statutory tuition fee and do not receive student finance from DUO, shall also be eligible for administrative months or top-level sport months if they were under the age of 30 at the start of their present study programme, have not previously completed a study programme of an equivalent level in the Netherlands and do not receive student finance from another country.
4. Students as referred to in paragraph 2 or 3 can only qualify for financial support in the event of a study delay due to administrative activities or top-level sport if on 31 August 2023 they have not been registered at UM for more than 60 consecutive months.
5. Students who are expected to incur a study delay because of administrative activities and 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 administrative months.
6. The conditions imposed on the nature of the student's administrative activities and the procedure for the granting of 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 PART III.
7. The conditions imposed on the nature of the student's top-level sports activities and the procedure for the granting of financial support in the form of top-level sports months in the event of an expected study delay caused by participation in top-level sport are set out in PART IV.

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

1. The period of study delay that is eligible for financial support pursuant to this Regulation 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 and is maximised to 12 months per academic year.
2. The financial support shall amount to €320 per month of established or expected study delay caused, regardless of the special circumstance by which it was/is caused.
3. A study delay of less than one month (fewer than 5 ECTS) because of special circumstances due to force majeure as referred to in Article 3, paragraph 1 under *c* to *f* is not eligible for financial support based on this Regulation.
4. In the case of a master's programme with a workload of more than 60 ECTS in accordance with Article 4 paragraph 2, 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. In the event of multiple special circumstances (administrative activities and top-level sport and/or force majeure), the total study delay in the academic year concerned is determined by adding up the respective months of study delay for each special circumstance, up to a maximum of 12 months. Any given month can be eligible for a maximum of one month's financial support in the same period.
6. If the student has been awarded a one-year extension of the performance-related grant in accordance with Article 5.2 under *b* of the WSF 2000, the study delay that qualifies for financial support under the present Regulation amounts to a maximum of six months over the entire period (including both the bachelor's and master's phases) that the student is registered as a full-time student at UM. In the event of a one-year extension of the performance-related grant by DUO, the student only qualifies for financial support under the present Regulation if the sum of the study delay determined per academic year in the performance-related grant period phase exceeds 12 months.

Article 7 Payment of financial support

1. The financial support provided on the grounds of this Regulation 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 this Regulation 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 8 Special support for non-EU/EEA students

Non-EU/EEA students who are registered full time at UM for a programme for which they have not yet received a degree, who are not eligible for student finance from DUO, and who are not Suriname nationals 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 can be found in PART V and on the UM website under *Home/Support/Before your studies begin/Coming to Maastricht University from abroad/Scholarships*.

Article 9 Authority to depart from this Regulation (hardship clause)

If, in an individual case, the implementation of the present Regulation would lead to extreme unfairness, the Director of the SSC may deviate from this Regulation in favour of the student.

Article 10 Legal protection

1. The student concerned may file an objection against a decision made pursuant to this Regulation to the Executive Board, for the attention of the Complaints Service Point (CSP), within 6 weeks of the date on the decision letter. More information on filing an objection can be found on the UM website under *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), PO Box 16137, 2500 BC The Hague. As of 1 January 2023, the duties of the CBHO will be taken over by the Administrative Jurisdiction Division of the Council of State (ABRvS).

Article 11 Mandate

The Executive Board has mandated the Director of the SSC to take decisions on the basis of this Regulation, with the exception of decisions taken based on Article 10 (objections) and decisions taken on the grounds of Article 5 of PART III - Administrative months.

Article 12 Transitional regulation

Students are eligible for financial support under the present Regulation if they fall under the cohort guarantee study advance for students of a bachelor's programme, master's programme, undivided programme or duplex ordo programme referred to in Section 12.14 of WSF 2000.

Article 13 Entry into force and title of Regulation

Adopted by the Executive Board at its meeting of 28 June 2022 following approval from the University Council. This Regulation will enter into force on 1 September 2022 and may be referred to as 'Profileringfonds Regulation for Students of Maastricht University 2022/23'.

PART II Force Majeure; additional conditions and procedure for financial support for a study delay in the case of force majeure

Article 1 Reporting and measures to limit study delay

1. To be eligible for financial support on the basis of this Regulation, the student must report any circumstance covered by 'force majeure' as referred to in Article 3 paragraph 1 under c to f of PART I of this Regulation which is leading, has and led or could lead to a study delay to a faculty Study Adviser or to one of the UM Student Deans of the SSC as soon as possible, so potential measures to prevent or minimise (further) study delay can be discussed. The student is obliged to undertake every effort to follow the recommendations of the study adviser or the UM Student Deans as closely as possible. The Study Adviser and UM Student Dean will register the date of reporting, the nature of the special circumstances and, as far as possible, the period/extent of the study delay and any arrangements which have been made with the student. If the student switches study programme/faculty, the force majeure needs to be reported again.
2. Contrary to Article 1.1, the reporting of a (chronic) illness/disability with Disability Support is equated to notifying the Student Adviser or UM Student Dean. Reporting such circumstances to a UM psychologist or any other UM employee does not, however, entitle the student to financial support based on this Regulation.
3. 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.
4.
 - a. If the circumstances are not reported to the Study Adviser/UM Student Dean or in case of a (chronic) illness at Disability Support within 2 months of the occurrence of the special circumstance, 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.
 - b. If the reporting of a (chronic) illness/disability with Disability Support is not, or not within 2 months of occurred or expected study delay, followed up by contacting a Study Adviser, the student shall not be entitled to financial support for a study delay that arose prior to 2 months before the student contacted the Study Adviser, unless the student's excuse for not timely contacting the Study Adviser is accepted.

Article 2 Determination of study delay

1. The actual extent of the study delay caused by special circumstances of force majeure shall be determined at the end of the academic year in which the circumstances occurred, unless the extent of the study delay can be established with certainty 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 obtains 60 or more ECTS within an academic year, the student cannot be said to have incurred a study delay, even if the ECTS obtained are for different study programmes or are extracurricular ECTS.

Article 3 Fixed duration of study delay for pregnancy and childbirth

Contrary to Article 8, paragraphs 1 and 2 of PART II, 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 4 Applying for financial support

1. Applications for financial support on the grounds of this Regulation must be submitted by the student to the secretariat of the SSC Profileringsfonds using the relevant Profileringsfonds application form. The applicant shall receive confirmation of receipt.
2. Applications must be submitted by email as soon as possible after the academic year in which the study delay arose as a result of force majeure, 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 student graduates or deregisters before 1 March, the application must be submitted no later than 2 months before the deregistration due to the administrative processing.

The application must include:

- a. the completed and signed UM Profileringsfonds application form;
- b. a copy of the notification from DUO with the latest data on the remaining number of months of the performance-related grant to be received in the academic year in which the study delay occurred or will occur due to special circumstances;
- c. 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;
- d. 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;
- e. if the application relates to a study delay caused by special family circumstances: written evidence of the special family circumstances;
- f. if the application relates to a study delay caused 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.

3. If the application is incomplete, the student shall be informed of the missing documents and shall be given a reasonable 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.

Article 5 Processing of application for financial support 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. In addition, the UM Student Dean may request additional information from the Study Adviser in preparing his/her recommendation.
2. The Director of the SSC will reach a decision on the application on behalf of the Executive Board within 8 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 this Regulation 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 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) illness.
4. The decision on the application will result in:
 - allocation of financial support for the number of months specified by the Director of the SSC; or
 - determination of the number of months of study delay due to force majeure, accompanied by rejection of the application for financial support on the basis of referral to DUO to apply for an extension of the current performance-related grant provided by 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 of the Director of the SSC will be communicated in by email to the student and accompanied by the recommendation of the UM Student Deans. The decision contains a footnote on how and when to file an objection to the decision in accordance with Article 10 of PART I.

PART III Administrative activities that can lead to financial support in the event of an expected study delay and the procedure for the student's individual application for administrative months

Article 1 Conditions for administrative months

1. A student shall only be eligible for financial support for the costs incurred as a result of an expected study delay due to administrative activities if the student:
 - a. undertakes university or faculty administrative activities; and
 - b. is, during the period in which the administrative activities are undertaken, nominated for administrative months by a student organisation or representative advisory body recognised as such by UM.

Article 2 University administrative activities

1. University administrative activities undertaken by a student as referred to in Article 1 under *a* of PART III of this Regulation include:
 - a. student membership of the University Council;
 - b. membership of the board of university student organisation (association/foundation) that is recognised by UM and is of any size, with full legal capacity;
 - c. serving as (co-)organiser of an activity recognised by the Director of the SSC on behalf of the Executive Board as an important one-off activity for UM that can be expected to lead to a study delay.

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

1. A university student organisation shall be eligible for administrative months if it meets, in addition to the condition referred to in Article 2 under *b*, each of the following conditions:
 - a. is not a profit-making organisation;
 - b. has a statutory objective that is neither restricted to a single faculty nor subject-specific;
 - c. has a minimum of 50 members, of whom at least 80% are enrolled as students at UM, if the aim of the organisation is to serve primarily as a university social association;
 - d. promotes the interests of Maastricht students and students of UM in particular;
 - e. does not provide financial support to its administrators;
 - f. keeps detailed records of its activities and finances;
 - g. has been registered for a minimum of two years with the Chamber of Commerce or can demonstrate its existence and continuity in some other way.
2. (Fee-paying) members of university social associations as referred to in paragraph 1 under *c* shall be those who:
 - a. are registered as such in the members file managed by the student organisation on 1 March of the current academic year, and
 - b. actively participate in the activities organised by the student organisation, and
 - c. pay a fee to the organisation of at least €50 per academic year.

Article 4 Faculty administrative activities

1. Faculty administrative activities as referred to in Article 1 under a of PART III of this Regulation 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. membership of the board of faculty student organisations (study associations, foundations) of any size with full legal capacity;
 - f. serving as (co-)organiser of an activity recognised by the faculty dean as an important one-off activity for the faculty that can be expected to lead to a study delay.

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

1. A university student organisation that meets the conditions of Article 3 of PART III of this Regulation and wishes to be recognised as a university student organisation such that its board members may qualify for financial support for the additional costs of an expected study delay on the basis of this Regulation must submit an application, stating reasons and signed by the organisation's chair, to the Executive Board, for the attention of the SSC, via profileringsfonds@maastrichtuniversity.nl. The SSC director decides on behalf of the Executive Board within eight weeks on the application for recognition. In the event of a positive decision, the SSC shall ensure that the recognised university student organisation receives an application form for administrative months each year.
2. A faculty student organisation that meets the faculty rules as referred to in Articles 3 and 4 of PART III of this Regulation and wishes to be recognised as a faculty student organisation such that its board members may qualify for financial support for the costs of an expected study delay on the basis of this Regulation must submit an application, stating reasons and signed by the organisation's chair, to the dean of the relevant faculty. The dean decides on behalf of the Executive Board within eight weeks on the application for recognition.

Article 6 Determination of total number of available administrative months for the coming academic year

1. On the advice of the University Council, the Executive Board shall in June of each year determine the total number of available administrative months for UM for the coming academic year. The University Council has the right of consent on the determination and allocation of the total number of administrative months across the recognised university student organisations (excluding the MUSST Sports Council, the Student Sports Associations (SSV) and the INKOM working group).

2. The total number of administrative months for student board members of the university's representative advisory bodies is calculated on the basis of a predetermined allocation formula.
3. In determining and allocating the total number of available administrative months for student board members of recognised university student organisations, the Executive Board is advised by the Director of the SSC, who in turn is advised by the Administrative Months Distribution Committee and the MUSST Sports Council.
4. The total number of available administrative months for students with faculty administrative activities is determined on the one hand by the Executive Board (representative advisory bodies) using a predetermined allocation formula and on the other hand (student organisations) based on the number of students registered per faculty on 1 October of the current academic year. 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.

Article 7 Recommendation of the Administrative Months Distribution Committee and the MUSST Sports Council to the Director of the SSC concerning the determination and allocation of the total number of available administrative months across the university student organisations

1. The Director of the SSC shall make a recommendation to the Executive Board in May of the current academic year concerning the required total number of administrative months and their distribution among the board positions of the various faculties, the university representative advisory bodies, the university student organisations, the INKOM working group, the MUSST Sports Council and the university Student Sports Associations (SSV).
2. The Director of the SSC shall base the recommendation for the required number and the distribution of the number of administrative months across the various university student sports clubs on the proposals of the MUSST Sports Council, themselves based on the conditions set by the Council.
3. The Director of the SSC shall be advised on the required number and the distribution of the administrative months across the university student organisations (not being the MUSST Sports Council and the SSV) by the Administrative Months Distribution Committee.

Article 8 The Administrative Months Distribution Committee

1. The Administrative Months Distribution Committee shall be installed annually based on a lottery by the Director of the SSC and shall comprise an equal number of representatives from university student organisations (not being the MUSST Sports Council and the SSV). 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 organisation 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. Besides the representatives from university student organisations, one student member of the University Council will take part in the Committee.

2. In February, the SSC shall invite all university student organisations recognised by UM that submitted an application for administrative months during the previous year to apply for the required number of administrative months that they wish to claim for the coming academic year for the financial support of board members during a study delay.
3. All applications are submitted to the Administrative Months Distribution Committee and contain, at a minimum, an explanation of the objective of the student organisation, the number of members, the activities of the past academic year, the activities planned for the coming academic year, the intended number of board members, the job description of each board member and an indication of their average workload of board activities per week (in hours).
4. The Administrative Months Distribution Committee shall consult with the board representatives of each university student organisation. A UM 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 organisations of the required number of administrative months.
5. The Director of the SSC shall incorporate the proposal of the Administrative Months Distribution Committee into the recommendation to the Executive Board, unless the Director of the SSC has good reason to decide otherwise.

Article 9 Guidelines for the Administrative Months Distribution Committee

1. The available number of administrative months for the student board members of a university student organisation are allocated based on the estimated average workload of each board position for each student organisation and the study delay that each student board member is expected to incur as a result. The student organisation is entitled to administrative months in proportion to the average weekly workload of each board position, 12 months only being allocated in the case of an average workload of more than 40 hours per week during the entire board year.
2. The average workload for administrative activities per week for each board position shall be determined based on, among other things, the activity diaries of the board for the calendar year prior to 1 March of the current academic year. When inviting the student organisations to discuss and explain their applications, the Administrative Months Distribution Committee shall ask them to submit an itemised overview of administrative activities per board member for 6 randomly designated weeks.
3. Without prejudice to the provisions of paragraphs 1 and 2, the Administrative Months Distribution Committee shall, in allocating the total number of available administrative months, also take into consideration:
 - the number of registered student members/fee-paying members pursuant to Article 3 paragraphs 1 and 2 of PART III and the percentage of international students belonging to the organisation;
 - the distribution of student members/fee-paying members between the various UM faculties;

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

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

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

Article 11 Application for administrative months by the student board member

1. All nominated student board members enrolled at UM will be notified of their nomination by the SSC and will receive a UM Profileringsfonds Application Form for Administrative Months to submit to the secretariat of the SSC Profileringsfonds by 31 August 2023. Applications received after 31 August 2022 regarding administrative activities in the 2022/23 academic year will not be considered.
2. The Application Form for Administrative Months must be completed and signed by the student and accompanied by a recent DUO message specifying the remaining months of the performance-related grant (see Articles 4 and 5, PART I).
3. If a DUO message specifying the remaining months of the performance-related grant cannot be submitted because the student is not a Dutch national, an application form filled in truthfully with details of the duration of enrolment at a higher education institution in the Netherlands, any bachelor's or master's degree already been obtained in the Netherlands, and any student grants received from abroad shall suffice.
4. If the student appears, on the basis of an application submitted a timely fashion, to meet the conditions of Articles 4 and 5 of PART I, the SSC Director shall on behalf of the Executive Board notify the student of the number of administrative months allocated for the study delay expected to arise due to his/her administrative activities in the current academic year.

5. Administrative months are allocated to a specific individual and are not transferable. Student organisations are not permitted to require their board members to offer up their administrative months for alternative use. Administrative months not allocated to nominated student board members due to non-compliance with the conditions set by the Profileringsfonds cannot be redistributed by the student organisation.

Article 12 Payment of allocated administrative months, notification of termination of full-time student status and repayment of overpaid administrative months

1. The administrative months allocated to individual student board members shall be paid in accordance with Article 7 of PART I.
2. If the student board member terminates his/her full-time student status at UM during the administrative year (after interim de-registration due to graduation, interruption of study or transfer to a part-time study programme) or stands down as a board member before 31 August, the student must notify the SSC of this as soon as possible. The administrative months paid in excess will be reclaimed pro rata and can no longer be allocated to other student board members.

PART IV Top-level sports months: additional conditions and procedure for financial support on the grounds of participation in top-level sports

Article 1 Conditions for allocation of top-level sports months

1. Taking into account the provisions of this Regulation, the Director of the SSC can, on behalf of the Executive Board, allocate to top athletes who are enrolled as UM students 'top-level sport months': financial support for the costs incurred through an expected study delay resulting from participation in top-level sport.
2. A top athlete (and UM student) who:
 - a. is recognised as such by UM in accordance with paragraphs 4 and 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 PART I of this Regulation;shall be eligible for financial support provided that the student has closely followed the recommendations of the top-level sports coordinator at UM SPORTS, the Study Adviser and/or the UM 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 hold a Sporting Talent ID card (Sporttalentpas) from Team Limburg Sport indicating that they fall under one of the following categories of athletes, which are based on the national criteria laid down by the NOC*NSF:
 - A status
 - Selection status (SelecS)
 - International Talent (IT)
 - National Talent (NT)
 - Promising status (Bel)
 - Federation status (BS)
 - Regional status 1 (RS1).
5. International students who are not in possession of a Sporting Talent ID card but can demonstrate through a 'status email' issued by Team Limburg Sport to which (comparable) category of athlete they belong can also be recognised as top athlete in the sense of this Regulation.
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 at UM SPORTS, accompanied by a copy of the Sporting Talent ID card from Team Limburg Sport and as far as applicable, accompanied by a status letter issued by Team Limburg Sport.

7. Top athletes are required to report, within 2 months of its occurrence, any injury, illness or other special circumstances, which may affect their status as a top athlete and/or their study progress to the top-level sports coordinator at UM SPORTS and the Study Adviser.
8. If a top athlete loses or obtains 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 special circumstances, this may have consequences for the allocation of top-level sports 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 for the categories of athletes under which the student falls as referred to in Article 1 paragraph 2 of PART IV, with the exception of students in the athlete category Regional Status 1 (RS1).
2. Paragraph 1 notwithstanding, 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. Top athletes recognised by UM will be informed by the top-level sports coordinator at UM SPORTS of the application period by email and will receive to this end the UM Profileringsfonds Top-Level Sports Application Form.
2. The student submits the application for financial support on the basis of this Regulation, making use of the aforementioned application form, to the secretariat of the SSC Profileringsfonds.
3. The application period for the current academic year runs from 1 April to 31 May.
4. If a student is not registered before 1 October as a top athlete but believes nonetheless that the athlete should be considered for this financial support, the student may request a UM Profileringsfonds Top-Level Sports Application Form from the top-level sports coordinator at UM SPORTS and submit it to the secretariat of the SSC Profileringsfonds before 1 June of the current academic year.
5. The completed and signed Top-Level Sports Application Form must be accompanied by the following:
 - evidence of top athlete status, such as a copy of a Sporting Talent ID card or a copy of the aforementioned status email;
 - 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 medical statement in the case of injury or illness during the relevant academic year or other written evidence in case of special circumstances that negatively impacted the top athlete status and/or study progress.

6. The provisions of Article 4 paragraphs 3 and 4 of PART II shall apply mutatis mutandis.

Article 4 Processing of applications for top-level sports months

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

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

Article 1 General

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

Article 2 UM Holland-High Potential Scholarship

1. Conditions for awarding the UM Holland-High Potential Scholarship
The student:
 - a. is a national of a country outside the EU/EEA, Switzerland or Suriname and meets the requirements to obtain a visa and residence permit for the Netherlands; and
 - b. does not hold dual nationality of an EU/EEA country; and
 - c. has applied for admission to a full-time UM master's programme for the academic year 2022/23; and
 - d. meets the specific admission requirements of the UM master's programme for which the student has applied; and
 - e. has not previously participated in a regular higher education programme in the Netherlands. However, students who have previously followed an exchange programme in the Netherlands may apply; and
 - f. will not be older than 35 on 1 September 2022; and
 - g. has achieved excellent academic results during a previous education or pre-course, which can be demonstrated by means of an Academic Transcript of Records.
2. Three-step application procedure:
 - a. Students register for a UM master's programme via Studielink.
 - b. The student registers for the intended scholarship programme for non-EU/EEA students.
 - c. The student requests a sponsor to send a letter of recommendation by email directly to: scholarships@maastrichtuniversity.nl.

3. Selection and award procedure

The ISD checks all scholarship applications for correctness and completeness and forwards all complete applications to the faculties.

Each faculty selects the top 5% of all applications and sends the selection to ISD for a final check. The ISD confirms the faculty's selection and informs all scholarship candidates of the status of their application: selected - on waiting list - rejected. The ISD sends a scholarship award letter to the selected students and they accept the scholarship by signing the award and returning it within five working days. Students not granted a scholarship receive a letter informing them of this.

Article 3 UM Brightlands Talent Scholarship

1. Conditions for awarding the UM Brightlands Talent Scholarship

a. The student:

is a national of a country outside the EU/EEA and Switzerland and meets the requirements to obtain a visa and residence permit for the Netherlands;

b. does not hold dual nationality of an EU/EEA country;

c. has not previously participated in a regular higher education programme in the Netherlands. However, students who have previously followed an exchange programme in the Netherlands may apply;

d. will not be older than 35 on 1 September 2022;

e. agrees to become an active Brightlands and UM ambassador during and after the study programme by sharing his/her experiences in at least one information meeting for students and/or stakeholders;

f. has been (conditionally) admitted to the relevant UM master's programme for the academic year 2022/23.

2. Three-step application procedure:

a. The student registers for a UM master's programme delivered at the Brightlands campuses via Studielink:

www.maastrichtuniversity.nl/file/sscumbrightlandsstudyprogrammes2022-20232pdf

b. - The student registers for the UM Brightlands Talent Scholarship Programme for non-EU/EEA students.

c. The student requests a sponsor to send a letter of recommendation by email directly to: scholarships@maastrichtuniversity.nl.

3. Selection and award procedure

The ISD checks all scholarship applications for correctness and completeness and forwards all complete applications to the faculty selection committees.

The UM Brightlands Talent Scholarship selection committee selects the top 5% of all applications. The ISD informs all scholarship candidates of the status of their application: selected - on waiting list - rejected. The ISD sends a scholarship award letter to the selected students and they accept the scholarship by signing the award and returning it within five working days. Students not granted a scholarship receive a letter informing them of this.

Article 4 UM Academic Achievement Scholarship

1. Conditions for awarding the UM Academic Achievement Scholarship

The student:

- is a national of a country outside the EU/EEA and Switzerland and meets the requirements to obtain a visa and residence permit for the Netherlands;
- does not hold dual nationality of an EU/EEA country;
- will not be older than 35 on 1 September 2022;
- has completed or is in the process of completing a UM bachelor's programme with a grade point average (GPA) of at least 8.5;
- agrees to become an active UM ambassador during and after the study programme by sharing his/her experiences in at least one information meeting for students and/or stakeholders;
- has been (conditionally) admitted to the relevant UM master's programme for the academic year 2022/23.

2. Three-step application procedure:

- a. The student registers for a UM master's programme via Studielink.
- b. The student registers for the intended scholarship programme for non-EU/EEA students.
- c. The student requests a sponsor to send a letter of recommendation by email directly to: scholarships@maastrichtuniversity.nl.

3. Selection and award procedure

The ISD checks all scholarship applications for correctness and completeness and forwards all complete applications to the faculty selection committees. Each faculty selects the top 5% of all applications. The ISD informs all scholarship candidates of the status of their application: selected - on waiting list - rejected. The ISD sends a scholarship award letter to the selected students and they accept the scholarship by signing the award and returning it within five working days. Students not granted a scholarship receive a letter informing them of this.

Article 5 UM Global Studies Scholarship

1. Conditions for awarding the UM Global Studies Scholarship

The student:

- is a national of a country of the 'Global South', defined as the least developed countries (column 1), low-income countries (column 2) and lower middle-income countries (column 3) in Africa, Asia (including the Middle East), Latin America and the Caribbean, based on the definition of the Organisation for Economic Co-operation and Development (OECD); see www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-ODA-Recipients-for-reporting-2021-flows.pdf;
- meets the requirements to obtain a visa and residence permit for the Netherlands;
- does not hold dual nationality of a country from the 'Global North';

- has not previously participated in a regular higher education programme in the Netherlands. However, students who have previously followed an exchange programme in the Netherlands may apply;
- will not be older than 35 on 1 September 2022;
- agrees to become an active Global Studies and UM ambassador during and after the study programme by sharing his/her experiences in at least one information meeting for students and/or stakeholders;
- has been (conditionally) admitted to the BA in Global Studies at UM for the academic year 2022/23.

2. Three-step application procedure:

- a. The student registers for the Global Studies programme via Studielink.
- b. The student registers for the intended scholarship programme for non-EU/EEA students.
- c. The student requests a sponsor to send a letter of recommendation by email directly to: scholarships@maastrichtuniversity.nl.

3. Selection and award procedure

The ISD checks all scholarship applications for correctness and completeness and forwards all complete applications to the faculty selection committees.

The UM Global Studies selection committee selects the top 5% of all applications. The ISD informs all scholarship candidates of the status of their application: selected - on waiting list - rejected. The ISD sends a scholarship award letter to the selected students and they accept the scholarship by signing the award and returning it within five working days.

Students not granted a scholarship receive a letter informing them of this.

Article 6 UM Fulbright Scholarship

1. Conditions for awarding the Fulbright Scholarship

The student:

- a. Fulfils the conditions set by the UM Fulbright Scholarship;
- b. Enrols before 1 February, preceding the start of the academic year, in the initial master's programme for which the student is applying for the scholarship.

2. Procedure

- a. The student applies for the scholarship according to the procedure of the Fulbright Student Program.
- b. The Fulbright Center Amsterdam will handle and assess the application.
- c. The Fulbright Center Amsterdam pays out the scholarship to the student.
- d. The UM International Services Desk reimburses the Fulbright Center Amsterdam for the scholarship amount paid out.

Article 7 UM Orange Tulip Scholarship

1. Conditions for granting Orange Tulip Scholarship

The student:

- a. holds the nationality of the relevant Netherlands Education Support Office (NESO)¹ country and resides in this country; and
- b. must have completed his/her previous education at a non-Dutch university; and
- c. must not have studied or worked in the Netherlands before; and
- d. must have been admitted to the master's programme of the participating faculty for the NESO country.

2. Selection and award procedure

The NESO of a participating country collects and checks all applications and sends these to the ISD. The UM faculties select the best students and forward the ranking to the ISD, which performs a final check.

The ISD informs all applicants of the outcome of the selection: selected - on the waiting list - rejected. The ISD sends a scholarship award letter to the selected students and they accept the scholarship by signing the award and returning it within five working days.

¹ These are five countries (India, Indonesia, South Korea, South Africa and Vietnam) with an NESO office that supports internationalisation in higher education in the Netherlands. See www.nuffic.nl/en/subjects/about-us/international-offices