



# UNIVERSITY COUNCIL TAKEOVER MANUAL

Academic year 2025-2026

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# 1. Why this takeover manual?

The University Council is a democratically elected body, representing the university community to the Executive Board. Consisting of students, academic staff, and support staff, it discusses new policies and current developments relating to Strategy, Research & Education, and Operations. The Council serves as a sounding board for the Executive Board, is involved in assessment and monitoring of new policies and initiatives, and can make its own proposals.

In order to get you prepared for the upcoming academic year, this manual will provide you with all the information you need to get started as a University Council member.

# 2. Maastricht University

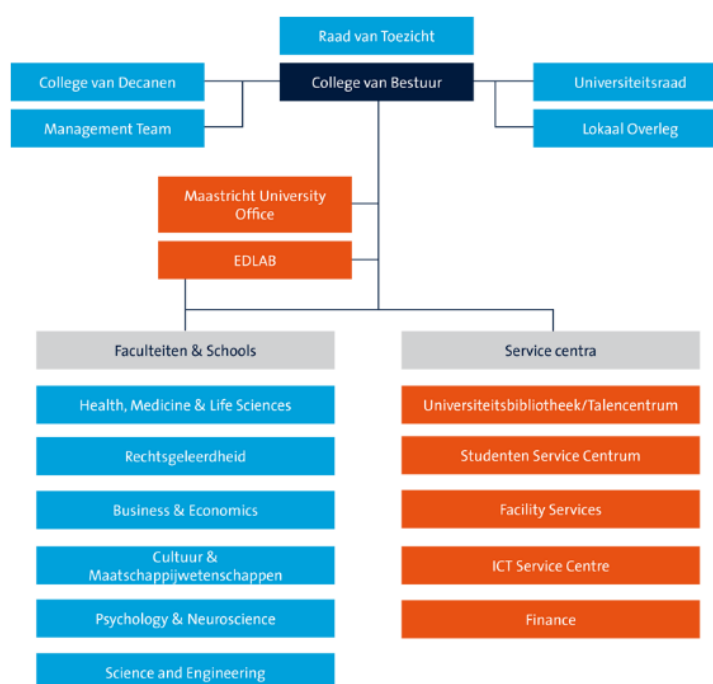
Maastricht University (UM) has six faculties and five service centers, managed as a whole by the [Executive Board](#). The service centers provide support services for the other units. The Maastricht University Office (MUO) advises and supports the Executive Board, the faculties and the service centers. The [Supervisory Board](#) monitors the administration and management of the university. The [University Council](#) is the central representative body for staff and students. The [Local Consultative Body](#) is the central body where the employer (Executive Board) and employees (unions) discuss topics such as the legal status of employees and working conditions.

The six faculties are:

- [Faculty of Arts and Social Sciences](#)
- [Faculty of Health, Medicine and Life Sciences](#)
- [Faculty of Law](#)
- [Faculty of Psychology and Neuroscience](#)
- [Faculty of Science and Engineering](#)
- [School Business and Economics](#)

The five service centers are:

- [Facility Services](#)
- [Finance](#)
- [ICT Service Centre](#)
- [Student Service Centre](#)
- [University Library](#)



More information about the UM's Graduate Schools and Research Centers can be found under the following links: <https://www.maastrichtuniversity.nl/research/graduate-schools> and <https://www.maastrichtuniversity.nl/research/institutes>. The Graduate Schools and Research Centers are part of one (or more) of the six faculties at our university.

## UM Holding B.V.

UM Holding B.V. Maastricht University Holding B.V. (UMH) was founded in 1992 with the primary aim of providing support for the development and implementation of market-oriented activities at Maastricht University. This concerns activities that are not part of the core tasks of Maastricht University, but do have a direct connection with its tasks and objectives. The UMH participations bring new UM-knowledge closer to the market and contribute to commercially applicable

inventions and discoveries. UMH is a separate legal entity, the shares of which are wholly owned by Maastricht University.

### *Campus Venlo*

Food, nutrition and logistics are the three main focus points at [Campus Venlo](#). Research and educational topics range from food innovation and the psychology of eating to logistics optimization. Research at Campus Venlo is done in an interdisciplinary fashion within three research lines. Next to this Campus Venlo offers three programs of study: one Bachelor's program (University College Venlo) and two Master's programs (Health Food and Innovation Management/Global Supply Chain Management and Change). Campus Venlo is part of the Faculty of Science and Engineering.

### *International partnerships*

UM participates in two leading European and international university networks, the [Yerun - Young European Research Universities Network](#), the [Worldwide Universities Network \(WUN\)](#), and the [Young Universities for the Future of Europe \(YUFE\)](#).

YERUN, founded in 2015, brings together like-minded young research universities in Europe, with the primary objective of raising the voice of young universities in Europe via a dedicated strategic representation and lobbying action and strengthening their cooperation, maximising opportunities to collaborate in areas of mutual interest and benefit. UM is one of 24 universities in this network. WUN is a leading global higher education and research network made up of 24 universities, spanning six continents. The purpose of WUN is to strengthen member universities by fostering international research collaborations directed at solving the world's most significant challenges. It also provides opportunities for early-career researchers to gain specialized experience in an international context.

YUFE is a partnership of ten dynamic, young, student-centered research-based universities and four non-academic partners from the non-governmental and private sector, whose aim is to establish one of the first true European Universities.

### *Brightlands*

[Brightlands](#) consists of four campuses embracing the following areas of expertise:

- Smart materials and sustainable chemical production (Brightlands Chemelot Campus, location Sittard-Geleen),
- Regenerative medicine, precision medicine & innovative diagnostics (Brightlands Maastricht Health Campus, location Maastricht),
- Data science and smart services (Brightlands Smart Services Campus, location Heerlen),
- Healthy and safe nutrition, future farming and biocircular (Brightlands Campus Greenport Venlo, location Venlo).

Brightlands is the brand name of a joint triple helix initiative of the Dutch province of Limburg, Maastricht University, Maastricht University Medical Center+, Zuyd University of Applied Sciences, Fontys International Campus Venlo, in close partnership with leading companies in specific market areas.

Due to the triple helix approach, both educational institutions as well as (local) government and industry are involved in the projects. Each Brightlands Campus has its own governance structure. The University Council is mainly involved in Brightlands when it comes to financing and approving CDHO applications for new educational programmes starting on one of the campuses.

### 3. Participation

The Higher Education and Scientific Research Act (WHW; *Wet op het hoger onderwijs en wetenschappelijk onderzoek*) regulates that each level of the university must have a participatory body.

Each faculty has a Faculty Council. The Faculty Council fulfils the same function for the individual faculty as the University Council does for the whole university. The Faculty Council is elected by and from staff members and students of the relevant faculty. Its authority is comparable to that of the University Council insofar as it deals with issues that relate to its particular faculty.

Learn more about the different Faculty Councils by clicking on the links below:

- [FASoS Faculty Council](#)
- [FHML Faculty Council](#)
- [FSE Faculty Council](#)
- [LAW Faculty Council](#)
- [FPN Faculty Council](#)
- [SBE Faculty Council](#)

The University Council, as well as the Faculty Council, are composed of equal numbers of students members and staff members.

Each service center has a Service Council. The Service Council is the participatory body within the service centers (FS, SSC, Finance, ICTS, the University Library) and the Maastricht University Office (MUO). The Service Councils are elected by and consist of members of staff. Its position is comparable to that of the Faculty Council in the individual faculties.

### 4. University Council

The University Council of Maastricht University is the central a participatory body of Maastricht University. It consists of 20 members: six members are elected from and by the academic staff (WP; *wetenschappelijk personeel*), four from and by the support and administrative staff (OBP; *ondersteunend- en beheerspersoneel*) and ten from and by the students.

The members of the Council's staff delegation are elected for a period of two years; the members of the Council's student delegation are elected for a one-year period. The delegations resign in their entirety at the end of their terms of office.

#### *Powers of the University Council*

The University Council meets with the Executive Board to discuss matters that concern the university as a whole. The University Council has a number of rights:

- Right to **Consent**
  - You have the right to consent to proposals of the Executive Board.
- Right to **Advise**
  - You can advise positively or negatively on a proposal of the Executive Board. If the board decides not to follow you advice, it has to give a supported explanation why.
- Right to **Initiative**
  - You can address issues pro-actively by presenting proposals to the Executive Board.
- Right to **Information**
  - You are provided with all information that the Council requires for the performance of its duties.

Depending on the subject matter, either the staff or the student delegation, or both delegations, have the power of consent or advice.

For more information about the University Council's powers and procedures, you are invited to read the *Bestuurs- en Beheersreglement UM* (BBRUM), the *Maastricht University Council Regulation* and the *University Council Rules of Procedure*. You can find these in iBabs, under "Documents".

## *Structure of the University Council*

### **The Chair**

The University Council is presided over by a technical chair (Teun Dekker). That means the chair is not a Council member and does not have the right to vote. The chair is appointed for a term of two years and is the chairperson of every Plenary and Presidium meeting.

The chair is supported by a vice-chair. If the chair is a staff member, the vice-chair is a student, and vice-versa.

### **The Presidium**

The chair and the vice-chair are in the Presidium, together with the chairs of the Strategy, R&E and Operations Committees. It is common practice that the chair of the Strategy Committee is a student member, the chair of the R&E Committee is a scientific staff member and the chair of the Operations Committee is a support staff member.

The task of the Presidium is to prepare the Plenary and Committee meetings and to coordinate the activities of the Council. The Presidium acts on behalf of the Council in urgent situations and during the summer recess. The University Council mandates the Presidium to make decisions about the composition of boards and committees linked to UM (e.g. the Studium Generale Committee, the Board of the Observant Foundation, etc.) to the degree that the Council is authorized. This does not include the duties reserved for the Confidential Committee.

Presidium meetings are always internal and therefore not public.

### **The Registry**

The University Council is facilitated by the Registry (Vera Feron and Loïc van Rijn). The Registry attends every Council meeting.

For more information on the tasks of the Registry, please see addendum I of the University Council Rules of Procedure.

### **The Confidential Committee**

The Confidential Committee of the University Council (CC) consists of four members, two representatives of the student delegation, one representative of the support staff delegation, and one representative of the scientific staff delegation. Amongst others, the CC provides advice on the appointment(s) of Executive and Supervisory Board members, as well as the awarding of honorary doctorates and the Tans Medal.

Members of the CC are chosen from and by Council members for the period of one academic year. Please note that a member of the Confidential Committee cannot be part of the Presidium simultaneously.

## **The Dispute Resolution Committee**

In case of an (internal) dispute, an ad hoc Dispute Resolution Committee is formed. This Committee shall consist of three members: the vice chair, a staff member and a student member (a ranked shortlist of three staff members and three student members shall be made at the beginning of the academic year). For more details, please see addendum III of the University Council Rules of Procedure.

## **The Committees**

The University Council has the following regular committees: the Strategy Committee, the Research & Education Committee and the Operations Committee.

Each Committee consists of a minimum of six and a maximum of ten members. Each delegation is ideally represented in the Committees by at least one member, striving for an equal balance between students, support staff and academic staff. The chairs of the Committees are chosen amongst the members of each Committee. The chair of the Council can attend all committee meetings as an observer.

Each member of the Executive Board (EB) takes part in the Committee that overlaps with their portfolio as board member. The President (Rianne Letschert) attends the Strategy meetings, the Vice-President (Jan-Tjitte Meindersma) attends the Operations meetings and the Rector Magnificus (Pamela Habibović) attends the R&E meetings.

The purpose of the Committees is to discuss subjects that fit within the portfolio of the Committee (and respective Executive Board member). These topics can be put on the agenda by the Executive Board or by the Committee itself. When the Council has the right of consent or advice on a topic on the agenda, it is common practice to first have an in-depth discussion in the Committee where the subject is most appropriate to discuss. After the discussion, the chair of the Committee will draft a voting advice, to be shared with Council members before the Plenary meeting. Final decisions always take place at a Plenary meeting, where all members can provide input.

**Please note:** In the academic year 2024-2025, the ad-hoc UM-MUMC+/azM Integration Committee was put in place to facilitate in-depth discussions on the board merger between UM and the academic hospital. This Committee will most likely continue in the academic year 2025-2026.

## **The Plenary**

Generally speaking, there is a Plenary meeting once per month. It is the purpose of this Plenary meeting to take final decisions (advice and consent) on topics that were pre-discussed in the Committee meetings. Occasionally, topics that are only for information can also be discussed here.

Each member of the Executive Board attends the Plenary meetings.

During the Plenary, members of the UM community also have the opportunity to make their voices heard during the Speakers' Quarter. To sign up for the Speakers' Quarter, the speaker will have to sign up by sending an email to the Registry at least 24 hours before the start of the meeting.

If a Council member is unable to attend the Plenary meeting, but would still like to cast their vote on a certain topic, they can name another member as their proxy by sending an email to the Registry. A member can only be the proxy for one other member during a meeting.

## Additional information on meetings

Before every Committee and Plenary meeting, the University Council has an internal pre-meeting to pre-discuss the topics on the agenda. These pre-meetings are confidential, and are only attended by University Council members, the chair and the Registry.

During the public part of each Committee and Plenary meeting, members of the UM community, as well as the press (e.g. Observant), may attend as an observer.

The confidential part of each Committee and Plenary meeting is only attended by University Council members, Registry, Executive Board and the University Council chair.

## 5. Additional committees / working groups

Besides the regular committees, there are also committees / working groups that consist of student representatives from the University Council as well as representatives from other bodies within UM. The requests for Council members to join these working groups will reach the Council via the Registry throughout the year. Below you will find some working groups that are re-occurring. The second column indicates how many members from the University Council can take part in this committee.

StOF / Student Support Fund (Financial support) <i>Committee dealing with subsidy applications for UM funding of regular student activities such as board months for student and study associations. Note: Until 01-09-2025, this was known as the Profileringsfonds.</i>	<b>1</b>
Stimuleringsfonds (Promotion fund) <i>Committee dealing with subsidy applications for UM funding of new student activities with the goal of making these initiatives sustainable in the long run.</i>	<b>2</b>
Wellbeing Advisory Board <i>Attend meetings to get updates on the activities of the UM Psychologists.</i>	<b>1/2</b>
Jury Medewerkersprijs <i>Each year during the New Year's Reception, the UM employee award is handed out to an employee who is selected by their own co-workers for their dedication and achievements. Note: the student member partaking in the Jury should speak Dutch.</i>	<b>1</b>
Jury UM Student Award <i>Each year, the UM Student Award is handed out to a (group of) student who has contributed to a social or cultural cause during the past year. Note: the student member partaking in the Jury should speak Dutch.</i>	<b>1</b>
CooSa; Commissie ondersteuning studentenactiviteiten (Universiteitsfonds) <i>Committee dealing with subsidy applications for funding from SWOL for new student activities organised by and for students.</i>	<b>1</b>
Commissie Kennismakingstijden <i>Responsible for co-drafting the Code of Conduct for the introduction period for new members at student associations and independent fraternities/sororities.</i>	<b>1</b>
Sounding Board on UM Student Guidance <i>Acts as a sparring partner for the UM Student Guidance team and discusses initiatives on student support.</i>	<b>1</b>

Besides the committees mentioned above, the University Council can also create temporary, ad-hoc committees to discuss a certain topic more in-depth. For example, some committees from the past have focused on work pressure, the catering tender, social safety, and the elections.

## 6. Confidentiality

Please be aware that Council members are sworn to confidentiality on all matters discussed in their capacity as council member, insofar as the Executive Board or University Council have imposed confidentiality or insofar as they are expected to understand the confidential nature of the matter. The rule of thumb is that everything that is not presented or discussed in the public part of Plenary and Committee meetings is deemed confidential. When in doubt, ask the Registry.

**Please note:** The duty of confidentiality does not cease through the termination of Council membership.

## 7. Rights and expectations

### *Compensation students*

As student member of the University Council, you are entitled to a monthly remuneration for your efforts. All student members will receive 20% of the pay of a fourth-year student assistant. Members of the Presidium (chair of Strategy and vice-chair) will receive 30% because of the extra time investment. Due to changes in the Collective Labour Agreement, the exact amount may vary from year to year. In order to receive the remuneration, a form has to be filled out which you will receive from the Registry.

Additionally, each student member receives an expense allowance ("*Onkostenvergoeding*") of 320 Euros per year. The expense allowance is paid out monthly as part of your remuneration.

In addition to a monthly compensation, student members may receive four board months. Student members who are on the Presidium may receive five. The application for the board months is handled by the Registry, but the possible allocation of board months is reviewed by the SSC.

### *Compensation staff*

As staff member of the University Council, your department will be granted 0.2 FTE (or 0.3 FTE if you are a member of both the University Council and a Committee Chair / part of the Presidium). The compensation is based on the current salary at the start of the membership of the University Council and will be paid per academic year. The Executive Board has instructed the decentralized units to grant University Council members release time equivalent to the compensation paid. Scientific staff may have other arrangements in place, which would have to be discussed with the relevant department head(s). The faculties and departments are not permitted to take overhead from the compensation. If you need to provide information on this to your department, please ask the Registry for the compensation documents which have been approved by the Executive Board.

Additionally, each staff member receives an expense allowance ("*Onkostenvergoeding*") of 320 Euros. In order to receive the personal remuneration, a form has to be filled in which you will receive from the Registry. The allowance is paid out in full at the end of the academic year.

### *Attendance*

The abovementioned remuneration may be reduced if your attendance at meetings is less than 75%. This applies to the Plenary meetings and one Committee membership.

If a staff member has been present at less than 75% of the meetings (calculated at the end of the year), the compensation to the decentralized unit may be proportionally reduced.

If a student member has been present at less than 75% of the meetings (calculated at the end of the year), their remuneration may be proportionally reduced.

## 8. Commonly used terms and abbreviations

<b>AA</b>	Academic Affairs. AA advises the Executive Board and faculties with respect to policy in research, education, internationalisation, campus development and the strategy of the university.
<b>azM</b>	The academic hospital in Maastricht. In Dutch: <i>Academisch ziekenhuis Maastricht</i> .
<b>BBRUM</b>	Bestuurs- en Beheersreglement UM, the UM Administrative and Management Regulations (See for BBRUM: <a href="https://www.maastrichtuniversity.nl/nl/over-de-um/organisatie/gedragscodes-reglementen">https://www.maastrichtuniversity.nl/nl/over-de-um/organisatie/gedragscodes-reglementen</a> ).
<b>Board of Deans</b>	Recurring meeting between the Rector and the deans of all six faculties. In Dutch: <i>College van Decanen (CvD)</i> .
<b>CBB</b>	Coordinating Director's Board; recurring meeting of the vice-president and the directors of the faculties and service centers on the university business practices and related topics. In Dutch: <i>Coördinerend Beraad Bedrijfsvoering</i> .
<b>CDHO</b>	The <a href="#">Commissie Doelmatigheid Hoger Onderwijs</a> .
<b>CeQuint</b>	Certificate for Quality in Internationalisation. This CeQuInt Certificate for Quality in Internationalisation is to show that Maastricht University adheres to a high quality, internationally recognised standard on internationalisation in higher education, and that it has successfully incorporated an international and intercultural dimension into the purpose, function and delivery of education.
<b>CIO</b>	Corporate Information Office. Guides, enables and accelerates UM's digital development and innovation.
<b>CPD</b>	Continuing Professional Development.
<b>EB</b>	Executive Board. In Dutch: <i>College van Bestuur (CvB)</i> .
<b>EDLAB</b>	EDLAB is the Maastricht University institute for education and innovation and promotes an optimal learning experience for students of Maastricht University, by advancing the field of teaching and learning for both students and staff.
<b>Education Platform</b>	The recurring meeting of Rector with the vice-deans of education. In Dutch: <i>Onderwijsplatform (OWP)</i> .
<b>FIN</b>	The Finance department of UM.
<b>FS</b>	Facility Services. One of UM's Service Centers, which is in charge of building management, purchasing, safety and security, cleaning and waste, hospitality and foods and beverage.
<b>iBabs</b>	This is a digital portal to run and organize meetings more efficiently. Once you are a member of the University Council, you will get access to iBabs where you can find all agendas and documents from meetings of the University Council (and its Committees).
<b>ICTS</b>	ICT Service Center. One of UM's Service Centers, which is in charge of the management and maintenance of MAASnet, UM's computer network, as well as maintenance of servers and applications and supporting end users, amongst other things.
<b>IO</b>	International Office. The department within UM that targets the procedural and strategic activities regarding internationalisation.
<b>ISO</b>	<a href="#">Dutch National Students' Association</a> . In Dutch: <i>Interstedelijk Studenten Overleg</i> .
<b>ITK</b>	Institutional quality assurance on education audit. In Dutch: <i>Instellingstoets Kwaliteitszorg</i>
<b>JZ</b>	Legal affairs. In Dutch: <i>Juridische Zaken</i> .

<b>LOVUM</b>	<a href="#">Landelijk Overleg Universitaire Medezeggenschap</a> . A network of University Councils, Worker's Councils and Student Councils from universities across the Netherlands.
<b>LSVb</b>	<a href="#">Advocacy organization for all students in the Netherlands</a> . In Dutch: <i>Landelijke Studenten Vakbond</i> .
<b>M&amp;C</b>	The Marketing & Communication department of UM.
<b>MT</b>	Management Team. The Management Team is composed of the Executive Board members and the faculty deans. It regularly discusses administrative/managerial and strategic matters relating to the university and its units.
<b>MUMC+</b>	Maastricht University Medical Center.
<b>MUO</b>	Maastricht University Office, the central administrative unit.
<b>OCW</b>	Ministry of Education, Culture and Science. In Dutch: <i>Ministerie van Onderwijs, Cultuur en Wetenschap</i> .
<b>P&amp;D</b>	People and Development. The HR department of UM.
<b>Panel/ 'Luik'</b>	The funds available to UM in 2018 are internally allocated via the UMA (University of Maastricht Allocation Model), which consists of four <b>panels</b> . Faculties receive funds directly via panel 1 (current activities) for the primary tasks of education and research. The funds under the Quality Agreement resources were provided to the faculties via panel 2, though this has now been integrated into the lump sum of panel 1 from 2026 onwards. Panel 3 is intended for (costs arising from) UM-wide strategic initiatives, such as the implementation of UM's strategic plan, campus developments and contributions to Knowledge Axis projects. Panel 4 provides funds for central items and collective services. This includes the allocation for MUO, the service centers, central management, decentralised employment terms policy, CAS/CIS and central overhead.
<b>PBL</b>	Problem Based Learning. A student-centered approach to learning and a unique feature of education at UM. PBL was first developed in Canada in the 1960s in medical education. UM was one of the first universities to adapt this approach and implement it in medical education and later in other scientific disciplines. With decades of research and experience, UM has become an expert in PBL and has substantially contributed to the development of this educational approach and does still to this day.
<b>Research platform</b>	The recurring meeting of Rector with the vice-deans of research. In Dutch: <i>Onderzoeksplatform (OZP)</i> .
<b>SB</b>	Supervisory Board. In Dutch: <i>Raad van Toezicht (RvT)</i> .
<b>SSC</b>	Student Service Centre. Maastricht University's Student Services Centre helps students with a wide range of issues related to studying and student life.
<b>SToF</b>	Student Support Fund. Financial support for students who deal with study delay due to extraordinary circumstances, such as being on the board of a student or sports association. Previously the Profileringsfonds. In Dutch: <i>Studentenondersteuningsfonds</i> .
<b>UM</b>	Maastricht University
<b>UNL</b>	The association of <a href="#">Universities in the Netherlands</a> .
<b>WHW</b>	<a href="#">The Higher Education and Scientific Research Act</a> . In Dutch: <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> .
<b>ZDN</b>	These are memos ("zelfdragende notities") which contain all necessary information in one overview.