

Profileringsfonds Regulations for Students of Maastricht University 2018-2019

Adopted by the Executive Board

on 3 July 2018

following approval by the University Council

Effective as of 1 September 2018

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

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Article 1 Definitions

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

- a. *academic year*: the period of time that starts on 1 September and ends on 31 August of the subsequent calendar year;
- b. *administrative activities*: the special circumstances referred to in Article 3, subparagraphs a. and b., of these Regulations;
- c. *Executive Board*: the Executive Board of Maastricht University;
- d. *CSP*: the Complaints Service Point, i.e. the central desk at UM where a complaint, objection or appeal can be lodged, located in the Student Services Centre;
- e. *DUO*: the Dienst Uitvoering Onderwijs, i.e. the government agency responsible for the payment of student finance, located in Groningen;
- f. *EU/EEA countries*: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom;
- g. *'harde knip'*: the bachelor's-before-master's rule, i.e. the strict separation of bachelor's and master's programmes, such that admission to a master's programme is granted only after the student concerned has obtained his bachelor's degree;
- h. *non-EU/EEA student*: a student who is not a national of an EU/EEA country;
- i. *nominal study duration*: the statutory duration of the course of studies according to the Higher Education and Research Act (WHW): three years for a bachelor's degree and between one and four years for a master's degree. This is the time students take when they do not have a study delay;
- j. *support*: financial support from UM's 'Profileringfondsen';
- k. *performance-related grant (phase)*: The performance-related grant referred to in these Regulations is part of the student finance provided in pursuance of WSF 2000. A performance-related grant comprises all interest-bearing loans, which, under certain conditions, can be converted into a gift. A performance-related grant is awarded from the student's first application for student finance for a bachelor's programme and master's programme for the nominal duration of the programmes. In the context of these Regulations, the subsequent 12-month period during which the student is entitled to the travel grant in accordance with WSF 2000 is not included under performance-related grant;
- l. *SSC*: the Student Services Centre of UM;
- m. *student*: the individual registered as a full-time student at UM and who pays tuition fees to UM;
- n. *study delay*: the non-completion of 60 ECTS credits or the nominal number of ECTS credits within the academic year in which the study delay arises or is expected to arise due to special circumstances. Extracurricular courses, internships and education do not fall under the scope of these special circumstances;
- o. *UM*: Maastricht University
- p. *UM SPORTS*: office that is part of the SSC, which is responsible for sport and recreational activities for students and staff;
- q. *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;
- r. *WHW*: Higher Education and Research Act (8 October 1992, Bulletin of Acts and Decrees 1992, 593 and as subsequently amended);
- s. *WSF 2000*: Student Finance Act 2000 (29 June 2000, Bulletin of Acts and Decrees 2000, 286 and as subsequently amended).

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

Article 2 Purpose of the Regulations

Sections 7.51–7.51i of the WHW stipulate that UM shall make provisions for the financial support of students registered at UM if, as a consequence of special circumstances, they expect to incur or have already incurred a study delay, which means that the performance-related grant obtained through student finance will not be/was not adequate to achieve the academic results. On the basis of these statutory provisions, UM may also provide financial support to non-EU/EEA students who are registered at UM but are not entitled to Dutch student finance. These Regulations elaborate on sections 7.51–7.51i of the WHW with further details applicable to UM students.

Article 3 Special circumstances

The following are deemed to constitute special circumstances:

- a. membership of the board of a student organisation of any size with full legal capacity, a programme committee, the programme board, the faculty board, the faculty council or the university council;
- b. activities of an administrative or social nature which, in the opinion of the board of the institution, are in the interests of the institution or of the programme that the student is attending;
- c. illness or pregnancy and childbirth;
- d. a disability or (chronic) illness;
- e. special family circumstances;
- f. study delay caused by the way in which the institution actually administers the course, e.g. a course which is deemed to be inadequate (different from the specifications on enrolment) and the extension of a master's degree without a performance-related grant being made available (this does not include study delays incurred as a result of the 'harde knip' rule),
- g. participation in top-level sport;
- h. circumstances other than those referred to in subparagraphs a. to g. which, if a related request for financial support were not to be honoured by the board of the institution, would result in excessive unfairness.

Article 4 Conditions

Pursuant to these Regulations, a student shall be eligible for financial support on the grounds of special circumstances referred to Article 3 if, in the academic year in which the special circumstances arose, he:

1. is registered as a full-time student at UM; and
2. pays the statutory tuition fee to UM; and
3. is eligible for a performance-related grant¹ and:

1 . In accordance with Section 5.1 of WSF 2000, a performance-related grant is composed of a. a supplementary grant, b. a travel grant and c. a single-parent allowance. A performance-related grant is awarded to the student once during the nominal duration of a bachelor's programme and once during the nominal duration of a subsequent master's programme. The travel grant can be extended for one year, but this additional year is not taken into account when determining the student's eligibility for support under the

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

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

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

Profileringfonds (see Article 1.1 i. of these Regulations). This means that master's students are also entitled to claim support from the Profileringfonds in the event of special circumstances as referred to in Article 3 of these Regulations.

Article 6 Reporting and measures to limit study delay in special personal circumstances

1. In the context of obtaining financial support, the student must report any special personal circumstance which is leading, has led or could lead to a study delay to a faculty study adviser or to one of the UM Student Deans as soon as possible, so any (further) measures that can be taken to keep the study delay to a minimum can be discussed. The student is obliged to follow the recommendations of the study adviser and the UM Student Deans as closely as possible and to make every effort to keep the study delay to a minimum. Reporting such circumstances to a student psychologist, the Disability Support Office or any other UM employee does not entitle the student to financial support on the basis of these Regulations. The student must report the special circumstances using the 'Profileringsfonds report form', of which the student has received a copy.
2. The circumstances must be reported as soon as possible, but in principle always within 2 months of the occurrence of the special circumstances, which have resulted or may result in a study delay. If special circumstances 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.
If the circumstances are reported later, the student shall not be entitled to financial support for a study delay that arose prior to 2 months before the reporting of the special circumstances, unless it was impossible to report the special circumstances earlier (force majeure).

Article 7 Determination of study delay in special personal circumstances

1. The actual extent of the study delay shall be determined at the end of the academic year in which the special circumstances occurred, unless the extent of the study delay can be established 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, 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. The period of study delay that is eligible for financial support 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.
4. If the student has received a 1-year extension of his performance-related grant in accordance with Section 5.2, under b., of WSF 2000, the study delay that is eligible for financial support under the present Regulations shall amount to a maximum of 6 months over the entire period (including both the bachelor's and master's phases) that the student is registered at UM. In that case, the student shall only be eligible for financial support on the grounds of these Regulations where the total duration of the annually determined study delay during the performance-related grant phase is greater than 12 months at the time of application.
5. In the case of a master's programme with a workload of more than 60 ECTS credits, the extent of the study delay shall be determined by the workload in ECTS credits established for the programme in question (the nominal study duration), minus 60 ECTS credits.
6. The extent of the (expected) study delay resulting from pregnancy and childbirth shall be a one-off 4 months.
7. In the event of multiple special circumstances (e.g. an administrative post and top-level

sport or special personal circumstances), the study delay shall be established by adding the months of study delay established for each individual circumstance together during the relevant academic year, on the understanding that no more than a maximum of 12 months of financial support can ever be granted in total per academic year.

Article 8 Amount of the financial support

1. The financial support pertaining to these Regulations shall amount to €294.75 per month of established study delay, plus any amount that the student may have received on a monthly basis from DUO as a supplementary grant in the relevant academic year, on the understanding that this latter amount shall not exceed €278.50 per month.
2. For non-EU/EEA students who are, on the grounds of these Regulations, entitled to financial support as a result of their participation in administrative activities or top-level sport, or students who are, on the grounds of these Regulations, entitled to financial support on the grounds of pregnancy and childbirth, the financial support shall amount to €294.75 per month.
3. Study delays of less than 1 month (fewer than 5 ECTS) shall not result in the allocation of financial support on the grounds of these Regulations.

Article 9 Applying for financial support in special personal circumstances

1. An application for the determination of a study delay and financial support on the grounds of these Regulations must be submitted by the student to the Secretariat of the SSC Profileringsfonds using the relevant 'Profileringsfonds request form'.
2. Applications must be submitted to the SSC as soon as possible after the academic year in which the study delay arose as a result of the special circumstance, but at the latest within 6 months following the end of the academic year (i.e. before 1 March of the next academic year). If the academic year to which the application relates is the student's final year at UM (due to graduation), the application must be submitted no later than 2 months before graduation.
3. The application referred to in paragraph 1 shall be governed by the General Administrative Law Act (Awb).
4. The application must include:
 - a. the 'Profileringsfonds report form' as referred to in Article 6;
 - b. a stamped overview of the student's academic results, showing which assessments were sat, the dates on which they were sat, and the results obtained;
 - c. 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 cause by special family circumstances: written evidence of the special family circumstances;
 - f. if the application relates to a study delay cause by an inadequate study programme (i.e. a programme that cannot be successfully completed within the statutory number of years): an explanation from the student and a statement from the faculty;
 - g. a copy of the notifications from DUO containing details of the amount and duration of the performance-related grant received in the academic year in which the study delay

occurred or will occur due to special circumstances.

5. If the application is incomplete, the Secretariat of the SSC Profileringsfonds will notify the student of the missing documents, and will give him a reasonable period of time to supply such documents.

Article 10 Processing of application for financial support in special personal circumstances 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 views.
2. The Director of the SSC will reach a decision on the application on behalf of the Executive Board within eight weeks of receipt of the application. This period will be suspended starting from the day that the SSC has invited the student to complete the application, until the day on which the application is completed, or the period set aside for that purpose has passed unused.
3. Students shall not be eligible for financial support under these Regulations in so far as use may be made of the provision contained in Section 5.2b of WSF 2000, whereby, upon request, DUO may provide the performance-related grant for higher education for an additional year on a one-off basis if, according to statements from a doctor and the UM Student Deans, the student cannot successfully complete the programme within the number of years specified for the programme in Section 7.4a of the WHW due to a disability or chronic disease.
4. The decision on the application will result in:
 - the allocation of financial support for the specified number of months; or
 - rejection of the application for financial support on the basis of the provision to extend the performance-related grant through DUO (and, if necessary, referral to DUO); or
 - rejection of the application for financial support for other reasons, such as the lack of a demonstrable causal link between the special circumstance and the study delay; or
 - refusal to consider the application, either because it was not submitted on time or because an incomplete application was not completed, or not sufficiently completed, within the pre-defined period. A decision not to consider the application will be notified within four weeks of the application being completed or after the deadline for completion of the application has expired.
5. The student will be notified in writing of the decision on his application, giving reasons. The decision will advise the student that he may object to the decision in accordance with Article 14, as well as the period within which such objection must be filed.

Article 11 Payment of financial support

1. The financial support provided on the grounds of these Regulations will be paid in the form of a grant. The entire amount is paid in the form of a lump sum. Financial support for administrative activities will be paid after 1 January of the relevant academic year.
2. It is a precondition of payment of the financial support provided on the grounds of these Regulations that the student at the time of the payment request is registered as a full-time student at UM, and is duly paying tuition fees to UM.
3. Payment of the financial support provided on the grounds of these Regulations will end on expiry of the period during which the student is entitled to said financial support, or as of the month in which the student's registration at UM is terminated.

Article 12 Special support for non-EU/EEA students

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

Article 13 Authority to depart from Regulations (hardship clause)

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

Article 14 Legal protection

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

Article 15 Mandate

The Executive Board has mandated the Director of the SSC to take decisions on the basis of these Regulations, with the exception of decisions taken on the basis of Article 14 (objections) and decisions taken on the grounds of Article 5 of Appendix I - Administrative months.

Article 16 Transitional regulations

A student is eligible for financial support under the 'Profileringsfonds Regulations for Students of UM 2018-2019 if he falls under the cohort guarantee for student finance referred to in Section 12.14 of WSF 2000.

Article 17 Entry into force and title of Regulations

Adopted by the Executive Board at its meeting of 3 July 2018, following approval from the University Council. These Regulations will enter into force on 1 September 2018, and may be referred to as 'Profileringsfonds Regulations for Students of UM 2018-2019'.

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

Article 1 Conditions for allocation of administrative months

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

Article 2 University administrative activities

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

Article 3 Faculty administrative activities

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

Article 4 Applying for administrative months

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

Article 5 Determination of total number of months of financial support for administrative activities

1. On the advice of the University Council, the Executive Board shall determine each year, in the month of June prior to the academic year in question, the total number of months of financial support to be made available to the individual university associations and foundations for university administrative activities. The University Council has the right of consent on the determination of the total number of months of financial support to the university associations/foundations (excluding the financial support for the Sports Council MUSST, Student Sports Associations, INKOM, University Council and faculty organisations).
2. On the advice of the Faculty Council, the Executive Board shall determine each year, in the month of June or July prior to the academic year in question, the total number of months of financial support to be made available in an academic year to the individual faculties for faculty administrative activities. This number shall be determined on the basis of, among other things, the number of students registered per faculty on 1 October of the academic year preceding the academic year in which the administrative activities are to be undertaken. This calculation will include a basic allocation based on the number of bachelor's programmes and an allocation based on the number of students registered with the faculty. In exceptional cases, the Executive Board may depart from this calculation.

3. Important one-off activities of a special nature, which involve a considerable investment in time and which will have a positive impact on the image of UM and Maastricht as a student city, will be separately assessed by the Executive Board.

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

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

Article 7 Guidelines for the Administrative Months Distribution Committee

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

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

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

Article 8 Nomination of student administrators for administrative months

1. By 1 November at the latest of the year in which the administrative functions in question are filled, the board of the university association or foundation in question shall notify the Executive Board in writing (for the attention of the SSC) of the individuals they wish to nominate for financial support for administrative activities.
2. Only students who have obtained at least 60 ECTS points in the 1st year of their bachelor's programme may be nominated for more than 6 months of financial support for administrative activities. The board of the student organisation shall ensure that students who do not meet these criteria are not nominated for more than 6 months of financial support.
3. Where students are nominated for more than 6 months of financial support per academic year, a stamped overview of their academic results shall be submitted.
4. The Dean of the faculty, on the advice of the Faculty Council, shall define specific rules relating to the notification of the students nominated by the faculty associations or foundations for entitlement to financial support.
5. By 1 November at the latest, the Dean of the faculty shall notify the Executive Board (for the attention of the SSC) of all the students who are eligible for financial support for faculty administrative activities.
6. All nominated student administrators will be notified of the allocated financial support by the SSC on behalf of the Executive Board.
7. Administrative months are awarded to individual students and, as such, are not transferable to other students.

Article 9 Payment of administrative months

1. The financial support shall be paid in accordance with Article 11 of these Regulations.
2. Financial support for special circumstances shall be limited to a maximum of 18 months over the period (including both the bachelor's and master's phases) that the student is registered at UM, with a maximum of 12 months per academic year.
3. If the student stands down from his administrative role early, the allocated financial support will be adjusted pro rata. The student must notify the SSC that this is the case as soon as possible and pay back any excess financial support that he has received.

APPENDIX 2 - Support for top athletes: additional conditions and procedure

Article 1 Conditions

1. A student who is registered at UM, who is recognised as a top athlete in accordance with subparagraphs 2 or 3 and who is (or has been) active in this field during the course of the academic year in question shall be eligible for financial support, subject to the provisions of the present Regulations and provided the student has also followed the recommendations of the top-level sports coordinator of UM SPORTS, the study adviser and/or the Student Dean as closely as possible and has made sufficient effort to keep the (expected) study delay to a minimum.
2. A student may be recognised as a top athlete if:
 - he meets the conditions set forth in Article 4 of these Regulations; and
 - participates in top-level sport during the period in which he is entitled to a performance-related grant or in the period up to 12 months thereafter, in accordance with Article 5 paragraph 1 of these Regulations; and
 - in accordance with a statement from '*Topsport Limburg*' comes under one of the following categories of athletes, which are based on the national criteria laid down by the national sports federation NOC*NSF (see www.topsportlimburg.nl):
 - A status
 - Selection status (SelecS)
 - International Talent (IT)
 - National Talent (NT)
 - Promising status (Bel)
 - Federation status (BS)
 - Regional status 1 (RS1).
3. Without prejudice to subparagraph 2 and in accordance with Article 5 paragraph 1 of these Regulations, a student who, due to his nationality, receives no performance-related grant and who during any year of his nominal study duration or in a period up to 12 months thereafter participates in top-level sport at the level of one of the categories listed in Article 2 above, shall also be eligible. The student must provide evidence of such comparable status in the form of a statement from the NOC*NSF.
4. An application for recognition as a top athlete must be submitted to the Executive Board, for the attention of the top-level sports coordinator of UM SPORTS, together with the statement from Topsport Limburg indicating the status or a comparable status.
5. The student shall not be eligible for support for top athletes if his participation in top-level sport entitles him to any other forms of financial support.

Article 2 Application for financial support for top athletes

1. The duration of the financial support for top athletes shall not exceed 5 months per academic year if the athlete falls under one of the following categories of athletes, as set forth in Article 1, paragraph 2, of this Appendix:
 - A status
 - Selection status (SelecS)
 - International Talent (IT)
 - National Talent (NT)

- o Promising status (Bel)
 - o Federation status (BS).
- 2. The duration of the financial support for top athletes shall not exceed 3 months per academic year if the athlete falls into the category Regional Status 1 (RS1), as set forth in Article 1, paragraph 2, of this Appendix.
- 3. The maximum number of months of financial support for top-level sport per academic year, as referred to in paragraphs 1 and 2, applies for the entire period that the student is registered at UM and the first 12 months following the period in which the student was eligible for a performance-related grant, in total not more than the maximum number of months of financial support (maximum of 3 or 5 per academic year) multiplied by the nominal number of years of study. To be eligible for financial support the student must comply with the guidelines issued in this regard by UM SPORTS, i.e.:
 - annual submission before 1 October of the academic year in question of a written application to UM SPORTS to be registered as a top athlete;
 - reporting to the top-level sports coordinator at UM SPORTS (or the study adviser) of any injuries, illness or other circumstances that may affect the student's top athlete status and/or academic progress, within 2 months of the occurrence thereof.
- 4. An application for support for top athletes must be submitted using the designated form to the Executive Board, for the attention of the Secretariat of the SSC Profileringsfonds. Without prejudice to Article 9.2 of these Regulations, applications shall be submitted during the application period in the current academic year. This period runs from 1 April until 31 May.
- 5. Registered top athletes (in accordance with Article 1 of this Appendix) will be notified of the application period by email by the top-level sports coordinator at UM SPORTS, and will also be sent the top-level sport application form that they must use to submit their application. If a student is not registered as a top athlete but believes nonetheless that he should be considered for this financial support, the student may request an application form from the top-level sports coordinator at UM SPORTS before 31 May of the current academic year, but preferably earlier in order to ensure that the application can be submitted in good time (no later than 31 May).
- 6. The application for top-level sports support must be accompanied by the following documents:
 - evidence of top athlete status: a copy of the status letter from Topsport Limburg;
 - copies of official notifications from DUO containing details of the student finance received in the academic year in which the student is or has been recognised and active as a top athlete, and information concerning the amount of the latest student finance received (unless the exception referred to Article 1, paragraph 3, of this Appendix applies);
 - a stamped overview of the academic results achieved in the previous academic year (or the current year if the student has started his studies this year);
 - where applicable, a medical statement in the case of injury or illness during the relevant academic year.
- 7. The provisions of Article 9, paragraph 5, and Article 10, paragraphs 1, 2, 4 and 5 of these Regulations shall apply *mutatis mutandis*.
- 8. An application referred to in this article shall be governed by the General Administrative Law Act (Awb).