**Semester Plan**



GENERAL INFORMATION

|  |  |
| --- | --- |
| Committee Name | |
| (Insert here) | |
| Semester Dates | |
| 5th September 2022 – 3rd February 2023 | |
| Current Chair | New Chair |
| (Insert here) | (Insert here) |
| Current Secretary | New Secretary |
| (Insert here) | (Insert here) |
| Current Treasurer | New Treasurer |
| (Insert here) | (Insert here) |
|  |  |

**Contents:**

* Calendar
* Event Overview
* Budget Request

bmitted on date:

**Semester Plan**



CALENDAR:

**Note:** Some events (like the Committee Fair) are already planned, but it is still possible to organize events on the same day if desired and feasible.

*Note from the Committee: All the events scheduled could be subject to variations due to the unpredictable aspect of the coronavirus measures.*

**Period 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 1  5 Sept – 9 Sept |  |  |  |  |  |  |
| 2  12 Sept – 16 Sept |  |  |  |  |  |  |
| 3  19 Sept – 23 Sept |  |  |  |  |  |  |
| 4  26 Sept – 30 Sept |  |  |  |  |  |  |
| 5  3 Oct – 7 Oct |  |  |  |  |  |  |
| 6  10 Oct – 14 Oct |  |  |  |  |  |  |
| 7  17 Oct – 21 Oct | Exam week | | | | | |
| 8  24 Oct – 28 Oct | Reflection week | | | | | |

**Semester Plan**



**Period 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 1  31 Oct – 4 Nov |  |  |  |  |  |  |
| 2  7 Nov – 11 Nov |  |  |  |  |  |  |
| 3  14 Nov– 18 Nov |  |  |  |  |  |  |
| 4  21 Nov – 25 Nov |  |  |  |  |  |  |
| 5  28 Nov – 2 Dec |  |  |  |  |  |  |
| 6  5 Dec– 9 Dec |  |  |  |  |  |  |
| 7  12 Dec– 16 Dec | Exam Week | | | | | |
| 8  19 Dec – 23 Dec | Reflection week | | | | | |

**Semester Plan**



**Period 3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 1  9 Jan – 13 Jan |  |  |  |  |  |  |
| 2  16 Jan – 20 Jan |  |  |  |  |  |  |
| 3  23 Jan – 27 Jan |  |  |  |  |  |  |
| 4  30 Jan – 3 Feb |  |  |  |  |  |  |

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EVENTS REQUIRING BUDGET

**NB: Please make sure the events requiring budget are also in the events overview table above!!**

Beer does not come out of your committee budget but from Universalis’ budget so you do not have to include ‘beer money’.

*Note from the Committee: All the events scheduled could be subject to variations due to the unpredictable aspect of the coronavirus measures.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Event Name** | **Event Description**  **(include number of participants)**  **(include beer request here)** | **Cost Description** | **Total Costs** | **Ticket sales?** | **Total Requested From Universalis** |
| Example:  6th Sept, 2022 | Kayaking | Renting Kayaks on the river  (20 people)  (No beer requested) | Kayak per person: 20 euros  Snacks: 40 euros | 440 euros | 7 euros | 300 euros |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Semester Plan**



**TOTAL REQUESTED BUDGET:**

**(insert here) €**

**NEXT STEPS:**

Send your semester plan to [ucmsa-secretary@maastrichtuniversity.nl](mailto:ucmsa-secretary@maastrichtuniversity.nl) before the deadline communicated to you by the social board.

*After all proposals have been handed in, they will be reviewed together to see whether the Universalis budget allows for all expenses to be allocated. Your committee will be informed of its preliminary budget allocation before the Budget General Assembly. You can discuss the allocations, communicate any requests and file motions requesting changes if necessary. During the Budget GA, all treasurers (or if not possible, a representative) for all Universalis Committees, the Academic Council, the Independent Body and the Board will be present, as well as other UCM students, to decide and vote on the budget proposal.*

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