**Semester Plan**



**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Committee Name | |
| (Insert here) | |
| Semester Dates | |
| 2nd September – 24th January | |
| Old Chair + Email | New Chair + Email |
| (Insert here) | (Insert here) |
| Old Secretary + Email | New Secretary + Email |
| (Insert here) | (Insert here) |
| Old Treasurer + Email | New Treasurer + Email |
| (Insert here) | (Insert here) |
|  |  |

**Contents:**

* Calendar
* Event Overview
* Budget Request
* **Submitted by: 13th September**

**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.

**Period 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 1  2 Sept – 6 Sept |  |  |  |  |  |  |
| 2  9 Sept – 13 Sept |  |  |  |  |  |  |
| 3  16 Sept – 20 Sept |  |  |  |  |  |  |
| 4  23 Sept – 27 Sept |  |  |  |  |  |  |
| 5  30 Sept – 4 Oct |  |  |  |  |  |  |
| 6  7 Oct – 11 Oct |  |  |  |  |  |  |
| 7  14 Oct – 18 Oct | Exam week | | | | | |
| 8  21 Oct – 25 Oct | Prep Week (no education) | | | | | |

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**Period 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 1  28 Oct – 1 Nov |  |  |  |  |  |  |
| 2  4 Nov – 8 Nov |  |  |  |  |  |  |
| 3  11 Nov – 15 Nov |  |  |  |  |  |  |
| 4  18 Nov – 22 Nov |  |  |  |  |  |  |
| 5  25 Nov – 29 Nov |  |  |  |  |  |  |
| 6  2 Dec – 6 Dec |  |  |  |  |  |  |
| 7  9 Dec – 13 Dec | Exam Week | | | | | |
| 8-10  16 Dec – 3 Jan | Christmas Holiday (no education) | | | | | |

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**Period 3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 1  6 Jan – 10 Jan |  |  |  |  |  |  |
| 2  13 Jan – 17 Jan |  |  |  |  |  |  |
| 3  20 Jan – 24 Jan |  |  |  |  |  |  |

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**BUDGET REQUEST**

**NB: Please fill in separately and attach the Excel budget sheet found on the UCMSA website to the email when you send your Semester plan.**

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

**NEXT STEPS:**

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