**Semester Plan**



**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Committee Name | |
| (Insert here) | |
| Semester Dates | |
| September 1st– January 23rd | |
| 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
* Budget Request
* **Submitted by: 12th September!**

*Please update the following calendar with the dates of your events, whether confirmed, expected, or approximate.*

**CALENDAR:**

**Period 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 3  15 Sep – 19 Sep |  |  |  | General Assembly |  |  |
| 4  22 Sep – 26 Sep |  |  |  |  |  |  |
| 5  29 Sep – 3 Oct |  |  |  |  |  |  |
| 6  6 Oct – 10 Oct |  |  |  |  |  |  |
| 7  EXAM WEEK  13 Oct – 17 Oct |  |  |  |  |  |  |
| Prep Week (no education)  20 Oct – 24 Oct | | | | | | |

**Period 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 1  27 Oct – 31 Oct |  |  |  |  |  |  |
| 2  3 Nov – 7 Nov |  |  |  |  |  |  |
| 3  10 Nov – 14 Nov |  |  |  |  |  |  |
| 4  17 Nov – 21 Nov |  |  |  |  |  |  |
| 5  24 Nov – 28 Nov |  |  |  |  |  |  |
| 6  1 Dec – 5 Dec |  |  |  |  |  |  |
| 7  EXAM WEEK  8 Dec – 12 Dec |  |  |  |  |  |  |

**Period 3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
| 1  5 Jan – 9 Jan |  |  |  |  |  |  |
| 2  12 Jan – 16 Jan |  |  |  |  |  |  |
| 3  19 Jan – 23 Jan |  |  |  |  |  |  |

**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 Independent Body and the Board will be present, as well as other UCM students, to decide and vote on the budget proposal.*