



UCM Curriculum Planning Matrix

Note:

This material was developed at UCM is included in the [CREATES Toolkit for Faculty Advising](#) as a sample higher education advising tool or practice. For more information and additional educational tools, visit: <http://europe-creates.eu>

CONCENTRATION: _____ <ul style="list-style-type: none"> • Max. 4x1000 level courses (at most 20 ECTS) • Min. 3x3000 level courses (at least 20 ECTS) 			
1000 / 2000 / 3000	1000 / 2000 / 3000	1000 / 2000 / 3000	1000 / 2000 / 3000
2000 / 3000	2000 / 3000	2000 / 3000	2000 / 3000
2000 / 3000	2000 / 3000	2000 / 3000	2000 / 3000
3000	3000	3000	3000

GENERAL EDUCATION: <ul style="list-style-type: none"> • 2x2 courses outside of own Concentration • No specific level requirement 	
1000 / 2000 / 3000	1000 / 2000 / 3000
1000 / 2000 / 3000	1000 / 2000 / 3000

CORE COURSES <ul style="list-style-type: none"> • 4 compulsory courses 	
COR1002 Philosophy of Science	COR1003 Contemporary World History
COR1004 Political Philosophy	COR1005 Theory Construction & Modelling Techniques

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Student: _____

Date: _____

SKILLS: <ul style="list-style-type: none"> • Mandatory first year: SKI1008, SKI1009, SKI1004, SKI1005 • 6x2000 or 3000 level skills (study load of 15 ECTS) • Capstone – requires at least 140 ECTS before student can start 			
SKI1008 Introduction to Academic Skills I	SKI1009 Introduction to Academic Skills II	SKI1004 Research Methods I	SKI1005 Research Methods II
2000 / 3000	2000 / 3000	2000 / 3000	2000 / 3000
2000 / 3000	2000 / 3000	CAPSTONE	CAPSTONE

PROJECTS: <ul style="list-style-type: none"> • Mandatory first year: PRO1010, PRO1012 • 2x2000 level project (study load of 10 ECTS) • 2x3000 level project including CAPSTONE (study load of 10 ECTS) 	
PRO1010 Introducing Academic Communication	PRO1012 Research Project
2000 / 3000	2000 / 3000
3000	CAPSTONE

Preparing for the meeting with your academic advisor – selecting your courses

- *Read the course catalogue.*
- *Check prerequisites.* For every course you are interested in, check whether you meet the prerequisites. Contact the course coordinator for a waiver in case you did not take the prerequisite course, yet you still feel you have the required knowledge to be successful in the course. Make sure you have received the waiver before you have the meeting with your academic advisor.
- *Check the Course Registration Form.* Several courses do and do not go together. Note that courses in the same block cannot be taken together because of an overlap in schedules.
- *Check course manuals.* For most courses you are interested in you can read the course manuals from previous semesters. This will help to inform yourself in addition to the information in the Course Catalogue. Go to Student Portal > My Organisations > Course Manuals. Read the course manuals. Also, check for literature addressed in these courses.
- *Check for possible External Education.* The appendix to the course catalogue contains a list of courses available at MSP and UCV. For other external education, refer to <https://www.maastrichtuniversity.nl/education/bachelor>. Note that for all forms of external education, the following conditions and rules apply:
 - UCM will not take overlap in schedules into account.
 - Attendance at another faculty cannot be used as a valid reason for absence at UCM.
 - Exams at other faculties may be scheduled in week 8 of the course period.
 - External courses other than MSP and UCV will only be allowed at 3000-level (advanced level).
 - Keep in mind that the number of credits might be different.
- *Check the language trainings:* The Language Centre will offer several language trainings in fall. Check www.ucm.nl/myucm > Education > Language Training first. Indicate on the course registration form you intend to do a language training. After the Office of Student Affairs (OSA) processed your registration form, the Language Centre will approach you on your choice of language training and plan an intake interview if necessary.
- *Update your curriculum planning matrix.* You can do this online via UCM Compass: <https://ucmcompass.maastrichtuniversity.nl/>. Create your own PDF of your curriculum matrix and send it to your academic advisor.