



UCM Reflection Document –Student Preparation for Advising Meetings

Note:

This material was developed at UCM and 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>



Reflection

Preparation for Advising meetings

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INTRODUCTION

Planning your future and selecting courses for your next semester requires some research and thinking on your part. To make the best use of the limited time you have during the course registration meeting with your advisor, you need to be prepared, and preparation in this case is for a large part based on reflection. This document assists you in evaluating your education at UCM and, based on that, helps you to think about relevant courses and your future.

Note that this is by no means a 'must'. As a student, you may have developed a different way to prepare for your meetings; some advisors may prefer taking another approach. There is no right or wrong – the only wrong is to go to your advising meeting unprepared.

How to use this document

Depending on the semester you are in, there are different things to consider. But regardless of your semester, preparation for an advising meeting always includes: 1) an evaluation of your time at UCM until now, and 2) an inventory of plans for the future.

Below you find a list of topics you should consider, depending on your current semester at UCM. Find your current semester and click on the link. You are automatically referred to the reflection section of your semester. Answer the questions in a separate document, or open the document in *PDFXChange Editor*, which allows you to edit text in the document.

[You are currently in Semester 1: Exploration](#)

When discussing courses for your *second* semester with your academic advisor, consider the following:

- Transition to university: adjust to college life
- First explorations: content and skills
 - Which subject area/concentration is most attractive/feasible?
 - Preliminary ideas about interdisciplinarity, based on discussions in Introduction to Academic Skills – what makes you a Liberal Arts and Sciences student?
 - Which higher-level courses in later semesters may require taking 1000-level or 2000 level courses now, as prerequisites?
 - First exploration of semester abroad plans: start preliminary research into wishes and possibilities, i.e. what, when, where
- If applicable: Credit transfers and exemptions – discuss with the Board of Examiners.

You are currently in Semester 2: Evaluation of exploration

When discussing courses for your *third* semester with your academic advisor, consider the following:

- Evaluate overall progress
 - Arrange courses taken so far according to graduation requirements (concentration, general education, etc.)
 - Check course prerequisites for following semesters
 - Inventory of (possible) deficiencies in 1000-level courses
 - First exploration of Research-Based Learning (RBL) plans: start preliminary research into wishes and possibilities, based on experiences in Research Methods
- Make specific plans for Semester Abroad: what, when, where
 - Inventory of interesting, relevant, and/or essential courses at (partner) universities
 - Where and when are these courses offered? What interesting, relevant, and/or essential courses are offered at the same time at UCM/UM? Can those courses be taken at another time?
 - Based on the inventory: decide where and when to go (semester 4 or 5)
- Finalise Semester Abroad planning if leaving during 4th semester
- Initial thinking about Master's programmes: use 3rd semester for exploration of wishes, options, etc.
- End of semester 2: declaring concentration
 - Think about the aspect of interdisciplinarity, based on discussions in Introduction to Academic Skills – what makes you a Liberal Arts and Sciences student?

You are currently in Semester 3: Concentration

When discussing courses for your *fourth* semester with your academic advisor, consider the following:

- Concentration: develop a specific focus within concentration
 - Consider implications for:
 - 1000-levels
 - general education requirement
 - semester abroad and/or external education
 - Check course prerequisites for following semesters
 - Exploration of Research-Based Learning for semester 4: research into wishes and possibilities – what is on offer, are you eligible?
- Finalise Semester Abroad planning if leaving during 5th Semester
- Discuss specific ideas with regards to Master's programmes: use 4th semester to gather information about entry requirements
 - Inventory of admissions requirements: courses, skills, entry tests/assessments, financing, etc.)
 - Based on the inventory: develop a plan for following semesters

You are currently in Semester 4: Evaluation of concentration

When discussing courses for your *fifth* semester with your academic advisor, consider the following:

- Evaluate overall progress
 - Arrange courses taken so far according to graduation requirements (1000- and 3000-level courses, core courses and general education, etc.)
 - In the concentration, which courses should be added, based on:
 - Definition of academic focus and/or
 - Master's programme requirements
 - Course deficiencies that need to be fixed through external education? Submit request to Board of Examiners (MyUCM > Requests > External Education / Courses at MSP/UCV)
 - Check course prerequisites for following semesters
 - Exploration of Research-Based Learning for semester 5: research into wishes and possibilities – what is on offer, are you eligible?
- Review transition to Master's programmes:
 - Deadlines for registration
 - Entry tests/assessments
 - Required letters: recommendation, motivation, etc.
 - In case of a Master's programme abroad: residence permit/visa, etc.
- Preliminary orientation Capstone:
 - Inventory of Capstone ideas: possible topics, supervisor, essential (parallel) courses, etc.
 - Based on the inventory: develop a plan for final semesters

You are currently in Semester 5: Consolidation

When discussing courses for your *sixth* semester with your academic advisor, consider the following:

- Review and finalise Master's Programme application
- Last chance to fix course deficiencies that need to be fixed through external education
- Orientation and preparation Capstone: topic, (possible) supervisor, essential parallel courses, etc.

You are currently in Semester 6: Finalise

When discussing your *road to graduation* with your academic advisor, consider the following:

- Evaluate overall progress
- Final Academic Advising evaluation
- File a graduation request (MyUCM > Requests > Graduation Request)
- Solve remaining issues Master's programme
- Capstone
- Graduation

You are currently in Semester 1: Exploration

You should use your first semester, and even your whole first year at UCM, to explore different subjects with the goal to find your academic interest(s).

1. Exploration

1.1) In the following table, list the courses you have done (first period). Indicate whether you passed these courses or not. Also, list the courses you are currently doing (second period).

- For the courses you passed, indicate whether you were satisfied with the result (i.e. does the grade reflect your effort, did you appreciate what you learned?).
- If possible, for the courses you failed, indicate why you failed (e.g. had to adjust to college life, did not like the subject, did not put in enough effort, etc.).
- For the courses you are currently doing, indicate whether you are interested in the topic and why (not).

Note that insight in why you failed a course is equally valuable as insight in why you passed a course – reflection on both leads to progress.

Period		Course Code & Title	Result pass/fail	Reflection
1 st period	Course			
	Course			
	Skills training			
2 nd period	Course		N/A	
	Course		N/A	
	Skills training		N/A	

1.2) Indicate which of the courses listed above you enjoy(ed) the most. Briefly indicate why.

Your text here

1.3) What do these results tell you about your true interest and/or your focus? Note that passing a course may tell you that you like the subject, or that you are good at it, or both, but not necessarily both. Likewise, for a course you failed (or did not pass with the result you expected): it may indicate you that you did not like the subject, or that you are not good at it, or both, but not necessarily both. Knowing what you do not like is as important as knowing what you like.

Your text here

1.4) Arrange the courses you have passed in your [curriculum matrix](#), according to graduation requirements (concentration, general education, etc.).

Note that filling out your curriculum matrix is an exercise that becomes increasingly important and relevant over the semesters. Currently, you may not know for sure what your concentration is going to be, and thus whether a course is part of your concentration or a general education course. The further you are in your curriculum, i.e. more courses you did, the clearer it gets. But also, more courses means more work to fill up the form. Regularly adding your courses to your curriculum matrix (e.g. for every course registration meeting) helps you, and your advisor, to keep an eye on your progress and ensure that you meet the graduation requirements.

1.5) Elaborate in a few sentences what makes you a Liberal Arts and Sciences student; i.e. what is the narrative of your (future) UCM curriculum? How would you explain what you are studying to someone unfamiliar with the concept of Liberal Arts and Sciences and/or an open curriculum?

Your text here

1.6) Write down anything else you would like to address as part of your first year experience.

Your text here

2. Thinking about your future

If you do not have a clear idea of your goal, you can use an investigating approach to select your courses, allowing yourself to explore your interests. True exploration requires a certain level of courage to step out of your comfort zone. Start by asking yourself the questions: What do I like to do? What makes me curious and excited to learn more? Having several interests may lead to careers you have not thought of before.

On the other hand, if you already have an idea of what you want to study at UCM, you can use a focused approach to select your courses. The goal you want to reach can lie within a specific field or exist of a combination of different fields. As a general approach, to plan well means thinking in reverse. Starting with your goal (job, PhD, ...) and the Master's programme you need to get there, you have to think about the required advanced (3000-level) courses to be admitted into the Master's programme of your choice. Advanced courses require intermediate (2000-level) courses as prerequisite(s), and most of the intermediate courses have introductory (1000-level) prerequisite(s).

Your first year is set in terms of skills trainings (i.e. Introduction to Academic Skills in the first semester, and research Methods in the second semester). Likewise, you are not allowed to do external education during your first year at UCM. However, it is good to be aware and start thinking ahead about the possibilities regarding alternative skills trainings (e.g. Research-Based Learning projects) and courses outside UCM.

External Education

Out of the 180 ECTS upon graduation, 60 ECTS can be obtained outside UCM, i.e. modules given by another UM degree programme, another Dutch university or a foreign university. This is considered *external education*. External education is only allowed as of your third semester and only on advanced level (3000, or 3rd year courses), and can only be followed upon approval by the Board of Examiners and the Board of Examiners of the other programme. Note that the appendix in the course catalogue contains an overview of courses at our sister colleges (MSP and UCV), which do not count towards the 60 ECTS of external education. A semester abroad programme can replace one semester of 30 ECTS of courses, two skills trainings and a project, but is not restricted to advanced level.

2.1) Based on the narrative of your curriculum (your focus at UCM), you may already want to think about possible courses you want to take at other UM faculties.

- a) Make an inventory of interesting, relevant, and/or essential advanced courses at other UM faculties. Should you find a course that is highly relevant and/or essential, but is not on advanced level, add it to your inventory, but make sure to mark it as 'possibly problematic'.
- b) Indicate where and when these courses of interest are offered. Check whether you meet the prerequisites.

Course code & title	UM faculty	# ECTS	Prerequisites	Prerequisite(s) met? yes/no
Add rows if necessary				

Research-Based Learning

As part of its curriculum, UCM offers a range of advanced-level projects and courses that are catered towards the integration and application of knowledge and skills and that focus on the development of crucial transferable skills and competencies. Some of these Research-Based Learning (RBL) projects are semester-long modules that replace two skills trainings and one project. You are eligible for RBL projects from your third semester onwards.

2.2) Make sure to visit UCM's Curriculum Information Fair¹.

- a) Based on the information you gathered on the info fair, indicate whether you would be interested to join one of the RBL projects as of your third semester.
- b) Indicate how you plan to meet the requirements and/or the prerequisites in the (near) future.

RBL project	Reasoning: why interesting/relevant?	Prerequisites	Prerequisite(s) met? yes/no/plan
Add rows if necessary			

Semester Abroad

2.3) Now is the time to start thinking about a Semester Abroad.

- a) If you are considering a Semester Abroad, check the deadlines for the application procedure. Each year, there are two application deadlines for going on a semester abroad, depending on the semester in which you want to go abroad.

¹ This year in an online-setting. You will be informed about this.

- b) Make an inventory of interesting, relevant, and/or essential courses at (partner) universities. This is best done in a separate document. Use the Semester Abroad Guide available on MyUCM (MyUCM > Education > Semester Abroad).
- c) Indicate where and when these courses of interest are offered. Also indicate which interesting, relevant, and/or essential courses are offered at the same time at UCM/UM. Check whether those UCM/UM courses can be taken at another time. This inventory may help you decide where and when you want to go on a semester abroad (semester 4 or 5).

3. Selecting your courses

The previous sections helped you form an idea of the narrative of your UCM curriculum, your concentration, and whether you require certain prerequisites for modules you want to do outside the regular UCM curriculum (semester abroad, external education, RBL, etc.). Using this information, you should be able to bring the 40plus courses offered in each semester down to a selection of (max) four per period.

3.1) Read through the course catalogue, and select all advanced courses (3000-level) that fit to your narrative, and/or make you curious and excited to learn more. You can use the focused or the investigative approach, or a combination of both.

- a) In the following table, list the advanced UCM courses you would like to do as part of your curriculum. Do not worry about periods or semesters at this point, but do indicate the period in which the course is offered – this helps for future planning. If applicable, also add the external courses you listed under point 2 of the previous section. Feel free to prioritise.

Note that the graduation criteria at UCM require you to take at least four 3000-level courses (minimum of 20 ECTS) in your concentration.

- b) For every advanced course in the overview, list the prerequisites. Note that some prerequisites may have their own prerequisites. If this is the case, make sure to add these to the list.
- c) Indicate for each prerequisite whether you have already met it.
- d) For those prerequisites you have not yet met, indicate in which period they are offered.

Advanced courses (3000-level)	Period offered	Prerequisites (2000- and 1000-level)	Prerequisite met? yes/no	Period offered
Add rows if necessary				

3.2) Compare the list you composed under 3.1 to the courses you can select for the upcoming semester. Based on this comparison, bring your course selection down to (max) four courses per period: two preferred and two alternative courses. When selecting, keep in mind that, because of an overlap in schedules, you cannot do two courses that are in the same block on the course registration form.

Period		Course Code & Title		Alternative (if applicable) Code & Title
Period 1	Course		Course	

	Course		Course	
	Skills training	Research Methods 1	Skills training	–
Period 2	Course		Course	
	Course		Course	
	Skills training	Research Methods 2	Skills training	–
Period 3	Project	Research Methods Project	Project	–

3.3) List below any questions you would like to address to your peers.

Your text here

3.4) List below any questions you would like to address to your academic advisor.

Your text here

3.5) List below any remaining questions that should be answered by other officials (such as the Board of Examiners, International Relations Office - Semester Abroad officer, other UM faculties, etc.).

Your text here

You are currently in Semester 2: Evaluation of exploration

In your first two semesters at UCM, you have had the chance to explore different subjects with the goal to find your academic interest(s). Now that you are approaching the end of your second semester, it is time to evaluate this exploration and decide on a concentration, but it is also time to look ahead, to future courses and a possible abroad semester.

1. Evaluation of exploration

1.1) In the following table, list all courses you have done in your first year (semester 1 and 1st period of semester 2). Indicate whether you passed these courses or not. Also list the courses you are currently doing.

- a) For the courses you passed, indicate whether you were satisfied with the result (i.e. does the grade reflect your effort, did you appreciate what you learned?).
- b) If possible, for the courses you failed, indicate why you failed (e.g. had to adjust to college life, did not like the subject, did not put in enough effort, etc.).
- c) For the courses you are currently doing, indicate whether you are interested in the topic and why (not).

Note that insight in why you failed a course is equally valuable as insight in why you passed a course – reflection on both leads to progress.

Period		Course Code & Title	Result pass/fail	Reflection
1 st period	Course			
	Course			
	Skills training			
2 nd period	Course			
	Course			
	Skills training			
3 rd period	Project			
4 th period	Course			
	Course			
	Skills training			
5 th period	Course		N/A	
	Course		N/A	
	Skills training		N/A	

1.2) Indicate which of the courses listed above you enjoyed the most. Briefly indicate why.

Your text here

1.3) Arrange the courses you have passed in your [curriculum matrix](#), according to graduation requirements (concentration, general education, etc.).

1.4) The evaluation and discussions you had in Introduction to Academic Skills may help to decide on a concentration and a focus for your curriculum.

- a) Based on the above, elaborate in a few sentences what makes you a Liberal Arts and Sciences student; i.e. what is the narrative of your (future) UCM curriculum? How would you explain what you are studying to someone unfamiliar with the concept of Liberal Arts and Sciences and/or an open curriculum?

Your text here

- b) Indicate what this implies for your concentration (i.e. single or interdisciplinary concentration). Note that an interdisciplinary concentration requires approval from the Board of Examiners before the last day of your second semester. You can use your answer to question 1.4a when filing the request.

Your text here

1.5) Write down anything else you would like to address as part of your first year experience.

Your text here

2. Thinking about your future

As a general approach, to plan well means thinking in reverse. Starting with the goal you want to reach (job, PhD, ...) and the Master's programme you need to get there, you have to think about the required advanced (3000-level) courses to be admitted into the Master's programme of your choice. Advanced courses require intermediate (2000-level) courses as prerequisite(s), and most of the intermediate courses have introductory (1000-level) prerequisite(s). Note that by now, you do not yet have to know exactly which Master's programme you want to pursue, if at all, but the end of your second semester is the time to decide on a concentration. The 'thinking in reverse process' may help to come to a satisfied decision on your concentration.

Master's programmes

As of your third semester, several opportunities arise, both within and outside of the UCM curriculum. You are now eligible for external education, a semester abroad, research-based learning, etc.

2.1) Based on the narrative of your curriculum (your focus at UCM), you can start some initial exploration of Master's programmes.

- a) Make an inventory of possible interesting Master's programmes. Briefly indicate how they relate to your narrative.

Your text here

- b) If possible and applicable, check for entry requirements and list those. This is relevant for your course selection.

Your text here

External Education

2.2) Based on the narrative of your curriculum (your focus at UCM), you may want to take courses at other UM faculties. This is considered external education and is possible up to 60 ECTS (including your semester abroad credits; i.e. if you gain 30 ECTS on a semester abroad, you have 30 ECTS left to take outside UCM). External education is only allowed on advanced level (3000, or 3rd year courses), and can only be followed upon approval by the Board of Examiners and the Board of Examiners of the other programme. Note that the appendix in the course catalogue contains an overview of courses at our sister colleges (MSP and UCV), which do not count towards the 60 ECTS of external education.

- a) Make an inventory of interesting, relevant, and/or essential advanced courses at other UM faculties. Should you find a course that is highly relevant and/or essential, but is not on advanced level, add it to your inventory, but make sure to mark it as 'possibly problematic'.
- b) Indicate where and when these courses of interest are offered. Check whether you meet the prerequisites.

Course code & title	UM faculty	# ECTS	Prerequisites	Prerequisite(s) met? yes/no
Add rows if necessary				

Research-Based Learning

As part of its curriculum, UCM offers a range of advanced-level projects and courses that are catered towards the integration and application of knowledge and skills and that focus on the development of

crucial transferable skills and competencies. Some of these Research-Based Learning (RBL) projects are semester-long modules that replace two skills trainings and one project.

2.3) Make sure to visit UCM's Curriculum Information Fair.

- a) Based on your experiences in Research Methods, and the information you gathered on the info fair, indicate whether you would be interested to join one of the RBL projects.
- b) Indicate whether you meet the requirements and the prerequisites for the RBL project(s) of interest.
- c) In case you do not meet the requirements and/or the prerequisites, indicate how you plan to meet them in the (near) future.

RBL project	Reasoning: why interesting/relevant?	Prerequisites	Prerequisite(s) met? yes/no/plan
Add rows if necessary			

Semester Abroad

2.4) Now is the time to make specific plans for a Semester Abroad. Note that in case you plan to leave during your fourth semester, now is the time to finalise your Semester Abroad planning.

- a) Make an inventory of interesting, relevant, and/or essential courses at (partner) universities. This is best done in a separate document. Use the Semester Abroad Guide available on MyUCM (MyUCM > Education > Semester Abroad).
- b) Indicate where and when these courses of interest are offered. Also indicate which interesting, relevant, and/or essential courses are offered at the same time at UCM/UM. Check whether those UCM/UM courses can be taken at another time.
- c) Based on your inventory, decide where and when you want to go on a semester abroad (semester 4 or 5).

3. Selecting your courses

The previous sections helped you form an idea of the narrative of your UCM curriculum, your concentration, and whether you require certain prerequisites for modules you want to do outside the regular UCM curriculum (semester abroad, external education, RBL, etc.). Using this information, you should be able to bring the 40plus courses offered in each semester down to a selection of (max) four per period.

3.1) Read through the course catalogue, and select all advanced courses (3000-level) that fit to your narrative, and/or make you curious and excited to learn more.

- a) In the following table, list the advanced UCM courses you would like to do as part of your curriculum. Do not worry about periods or semesters at this point, but do indicate the period in which the course is offered – this helps for future planning. If applicable, also add the external courses you listed under point 2 of the previous section. Feel free to prioritise.

Note that the graduation criteria at UCM require you to take at least four 3000-level courses (minimum of 20 ECTS) in your concentration.

- b) For every advanced course in the overview, list the prerequisites. Note that some prerequisites may have their own prerequisites. If this is the case, make sure to add these to the list.

- c) Indicate for each prerequisite whether you have already met it.
d) For those prerequisites you have not yet met, indicate in which period they are offered.

Advanced courses (3000-level)	Period offered	Prerequisites (2000- and 1000-level)	Prerequisite met? yes/no	Period offered
Add rows if necessary				

3.2) Compare the list you composed under 3.1 to the courses you can select for the upcoming semester. Based on this comparison, bring your course selection down to (max) four courses per period: two preferred and two alternative courses. When selecting, keep in mind that, because of an overlap in schedules, you cannot do two courses that are in the same block on the course registration form.

Period		Course Code & Title		Alternative (if applicable) Code & Title
Period 1	Course		Course	
	Course		Course	
	Skills training		Skills training	
Period 2	Course		Course	
	Course		Course	
	Skills training		Skills training	
Period 3	Project		Project	

3.3) List below any questions you would like to address to your peers.

Your text here

3.4) List below any questions you would like to address to your academic advisor.

Your text here

3.5) List below any remaining questions that should be answered by other officials (such as the Board of Examiners, International Relations Office - Semester Abroad officer, other UM faculties, etc.).

Your text here

You are currently in Semester 3: Concentration

Now that you are starting the second half of your UCM career, it is time to evaluate your concentration, and look ahead at what is to come, e.g Master's programmes.

1. Concentration

1.1) Arrange the courses you have passed in your [curriculum matrix](#), according to graduation requirements (concentration, general education, etc.).

1.2) Indicate which of the course(s) you enjoyed the most. Briefly indicate why.

Your text here

1.3) Based on your curriculum, elaborate in a few sentences what makes you a Liberal Arts and Sciences student; i.e. what is the narrative of your (future) UCM curriculum? How would you explain what you are studying to someone unfamiliar with the concept of Liberal Arts and Sciences and/or an open curriculum?

Your text here

1.4) Indicate what this implies for your concentration (i.e. single or interdisciplinary concentration). Note that an interdisciplinary concentration requires approval from the Board of Examiners before the last day of your second semester. If you have not already applied for an interdisciplinary concentration, make sure to do so as soon as possible. You can use your answer to question 1.3 when filing the request.

Your text here

1.5) Write down anything else you would like to address that is of relevance for your concentration and thus your curriculum.

Your text here

2. Thinking about your future

As a general approach, to plan well means thinking in reverse. Starting with the goal you want to reach (job, PhD, ...) and the Master's programme you need to get there, you have to think about the required advanced (3000-level) courses to be admitted into the Master's programme of your choice. Advanced courses require intermediate (2000-level) courses as prerequisite(s), and most of the intermediate courses have introductory (1000-level) prerequisite(s). Note that by now, you do not yet have to know exactly which Master's programme you want to pursue, but it is good to have an idea whether you would like to pursue a Master's programme, and if so, which one(s) would be interesting. The 'thinking in reverse process' may help to come to a satisfied decision on your future.

Master's programmes

2.1) Starting your fourth semester, it is time to make a selection of possible Master's programmes.

- a) Based on the narrative of your curriculum (your focus at UCM), make an inventory of interesting Master's programmes you would like to pursue.

Your text here

- b) Based on your curriculum narrative, your preferred Master's programmes, and your curriculum matrix, make an inventory of courses that are missing in your current curriculum, based on:
 - i) your concentration (any relevant courses that may be missing)
 - ii) the graduation requirements
 - iii) Master's programme requirements

Your text here

- c) Make an inventory of course deficiencies that require fixing through external education. Discuss this with your academic advisor, and submit your request to the Board of Examiners.

Note that external education is possible up to 60 ECTS (this is including your semester abroad credits; i.e. if you gain 30 ECTS on a semester abroad, you have 30 ECTS left to take outside UCM). External education is only allowed on advanced level (3000, or 3rd year courses), and can only be followed upon approval by the Board of Examiners and the Board of Examiners of the other programme. The appendix

in the course catalogue contains an overview of courses at our sister colleges (MSP and UCV), which do not count towards the 60 ECTS of external education.

Course code & title	UM faculty	# ECTS	Prerequisites	Prerequisite(s) met? yes/no
Add rows if necessary				

Research-Based Learning

As part of its curriculum, UCM offers a range of advanced-level projects and courses that are catered towards the integration and application of knowledge and skills and that focus on the development of crucial transferable skills and competencies. Some of these Research-Based Learning (RBL) projects are semester-long modules that replace two skills trainings and one project.

2.2) Make sure to visit UCM's Curriculum Information Fair.

- Based on the information you gathered at the info fair, indicate whether you would be interested to join one of the RBL projects.
- Indicate whether you meet the requirements and the prerequisites for the RBL project(s) of interest.
- In case you do not meet the requirements and/or the prerequisites, indicate how you plan to meet them in the (near) future.

RBL project	Reasoning: why interesting/relevant?	Prerequisites	Prerequisite(s) met? yes/no/plan
Add rows if necessary			

Semester Abroad

2.3) Now is the time to make specific plans for a Semester Abroad. Note that in case you plan to leave during your fifth semester, now is the time to finalise your Semester Abroad planning.

- Make an inventory of interesting, relevant, and/or essential courses at (partner) universities. This is best done in a separate document. Use the Semester Abroad Guide available on MyUCM (MyUCM > Education > Semester Abroad).
- Indicate where and when these courses of interest are offered. Also indicate which interesting, relevant, and/or essential courses are offered at the same time at UCM/UM. Check whether those UCM/UM courses can be taken at another time.

3. Selecting your courses

The previous sections helped you form an idea of the narrative of your UCM curriculum, your concentration, and whether you require certain prerequisites for modules you want to do outside the regular UCM curriculum (semester abroad, external education, RBL, etc.). Using this information, you should be able to bring the 40plus courses offered in each semester down to a selection of (max) four per period.

3.1) Based on the inventory made in section 2, list all courses (UCM and external) you still have to do as part of your curriculum. Indicate the period in which the course is offered. Feel free to prioritise.

Note that the graduation criteria at UCM require you to take at least four 3000-level courses (minimum of 20 ECTS) in your concentration.

- a) List the prerequisites for every course listed and indicate for each prerequisite whether you have already met it.
- b) For those prerequisites you have not yet met, indicate in which period they are offered.

Essential/relevant courses	Period offered	Prerequisites	Prerequisite met yes/no	Period offered
Add rows if necessary				

3.2) Compare the list you composed under 3.1 to the courses you can select for the upcoming semester. Based on this comparison, bring your course selection down to (max) four courses per period: two preferred and two alternative courses. When selecting, keep in mind that, because of an overlap in schedules, you cannot do two courses that are in the same block on the course registration form.

Period		Course Code & Title		Alternative (if applicable) Code & Title
Period 1	Course		Course	
	Course		Course	
	Skills training		Skills training	
Period 2	Course		Course	
	Course		Course	
	Skills training		Skills training	
Period 3	Project		Project	

3.3) List below any questions you would like to address to your peers.

Your text here

3.4) List below any questions you would like to address to your academic advisor.

Your text here

3.5) List below any remaining questions that should be answered by other officials (such as the Board of Examiners, International Relations Office - Semester Abroad officer, other UM faculties, etc.).

Your text here

You are currently in Semester 4: Evaluation of concentration

Now that you about to start your last year at UCM, it is time to evaluate your concentration, and look ahead at what is to come, e.g Master's programmes. If you are currently on a Semester Abroad, you are obviously unable to visit the UCM Curriculum Information Fair (see point 2.2). Note that information about Research-Based Learning projects can also be found on MyUCM.

1. Evaluation of concentration

1.1) Arrange the courses you have passed in your [curriculum matrix](#), according to graduation requirements (concentration, general education, etc.).

1.2) Indicate which of the course(s) you enjoyed the most. Briefly indicate why.

Your text here

1.3) Based on your curriculum, elaborate in a few sentences what makes you a Liberal Arts and Sciences student; i.e. what is the narrative of your (future) UCM curriculum? How would you explain what you are studying to someone unfamiliar with the concept of Liberal Arts and Sciences and/or an open curriculum?

Your text here

1.4) Write down anything else you would like to address that is of relevance for your concentration and thus your curriculum.

Your text here

2. Thinking about your future

As a general approach, to plan well means thinking in reverse. Starting with the goal you want to reach (job, PhD, ...) and the Master's programme you need to get there, you have to think about the required advanced (3000-level) courses to be admitted into the Master's programme of your choice. Advanced courses require intermediate (2000-level) courses as prerequisite(s), and most of the intermediate

courses have introductory (1000-level) prerequisite(s). Note that by now, you should have an idea whether you would like to pursue a Master's programme, and if so, which one(s) would be interesting. The 'thinking in reverse process' may help to come to a satisfied decision on your future.

Master's programmes

2.1) Starting your final year, it is time to decide on possible Master's programmes. Note that if you do not want to pursue a Master's programme, it might be good to think about alternative plans, and what these require. In case you are not interested in a Master's programme, answer the following questions with your alternative plans in mind.

- a) Based on the narrative of your curriculum (your focus at UCM), make an inventory of interesting Master's programmes you would like to pursue. Review the transition to these Master's programmes based on the following:
- Entry requirements
 - Entry tests/assessments
 - Deadlines for registration
 - Required letters: recommendation, motivation, etc. (make sure to request recommendation letters sufficiently in advance, allowing for staff to plan writing letters in their busy schedules)
 - In case of a Master's programme abroad: residence permit/visa, etc.

Your text here

- b) Based on your narrative, your preferred Master's programme(s), and your curriculum matrix, make an inventory of courses that are missing in your current curriculum, based on:
- Your concentration (any relevant courses that may be missing)
 - The graduation requirements
 - Master's programme requirements

Your text here

- c) Make an inventory of course deficiencies that require fixing through external education. Discuss this with your academic advisor, and submit your request to the Board of Examiners.

Note that external education is possible up to 60 ECTS (this is including your semester abroad credits; i.e. if you gain 30 ECTS on a semester abroad, you have 30 ECTS left to take outside UCM). External education is only allowed on advanced level (3000, or 3rd year courses), and can only be followed upon approval by the Board of Examiners and the Board of Examiners of the other programme. The appendix in the course catalogue contains an overview of courses at our sister colleges (MSP and UCV), which do not count towards the 60 ECTS of external education.

Course code & title	UM faculty	# ECTS	Prerequisites	Prerequisite(s) met? yes/no

Add rows if necessary

Research-Based Learning

As part of its curriculum, UCM offers a range of advanced-level projects and courses that are catered towards the integration and application of knowledge and skills and that focus on the development of crucial transferable skills and competencies. Some of these Research-Based Learning (RBL) projects are semester-long modules that replace two skills trainings and one project.

2.2) Make sure to visit UCM's Curriculum Information Fair.

- a) Based on the information you gathered at the info fair, indicate whether you would be interested to join one of the RBL projects.
- b) Indicate whether you meet the requirements and the prerequisites for the RBL project(s) of interest.

Note that your fifth semester is the last option to do a semester-long module (e.g. RBL project). This implies that if you do not meet the requirements and prerequisites for the RBL project(s) of interest, it is not possible to enrol in an RBL project. However, you can always contact the supervisor(s) to inquire whether it is possible to do your Capstone with them.

RBL project	Reasoning: why interesting/relevant?	Prerequisites	Prerequisite(s) met? yes/no/plan
Add rows if necessary			

Capstone orientation

You can start your Capstone if you have (at least) 140 ECTS by the time the Capstone semester starts. Though this is unlikely when you are currently in your fourth semester, it is still relevant to think about possible topics and supervisors.

2.3) Based on the narrative of your curriculum, make an inventory of Capstone ideas: possible topics, supervisor, essential (parallel) courses, etc.

Your text here

3. Selecting your courses

The previous sections helped you form an idea of the narrative of your UCM curriculum, your concentration, and whether you require certain prerequisites for modules you want to do outside the regular UCM curriculum (semester abroad, external education, RBL, etc.). Using this information, you should be able to bring the 40plus courses offered in each semester down to a selection of (max) four per period.

3.1) Based on the inventory made in section 2, list all courses (UCM and external) you still have to do as part of your curriculum. Indicate the period in which the course is offered. Feel free to prioritise.

Note that the graduation criteria at UCM require you to take at least four 3000-level courses (minimum of 20 ECTS) in your concentration.

- a) List the prerequisites for every course listed and indicate for each prerequisite whether you have already met it.
- b) For those prerequisites you have not yet met, indicate in which period they are offered.

Essential/relevant courses	Period offered	Prerequisites	Prerequisite met yes/no	Period offered
Add rows if necessary				

3.2) Compare the list you composed under 3.1 to the courses you can select for the fall semester. Based on this comparison, bring your course selection down to (max) four courses per period: two preferred and two alternative courses. When selecting, keep in mind that, because of an overlap in schedules, you cannot do two courses that are in the same block on the course registration form.

Period		Course Code & Title		Alternative (if applicable) Code & Title
Period 1	Course		Course	
	Course		Course	
	Skills training		Skills training	
Period 2	Course		Course	
	Course		Course	
	Skills training		Skills training	
Period 3	Project		Project	

3.3) List below any questions you would like to address to your peers.

Your text here

3.4) List below any questions you would like to address to your academic advisor.

Your text here

3.5) List below any remaining questions that should be answered by other officials (such as the Board of Examiners, International Relations Office - Semester Abroad officer, other UM faculties, etc.).

Your text here

You are currently in Semester 5: Consolidation

Now that you are approaching the end of your UCM career, it is time to consolidate your curriculum, and look ahead at what is to come, e.g Master's programmes.

1. Consolidation

1.1) Arrange the courses you have passed in your [curriculum matrix](#), according to graduation requirements (concentration, general education, etc.).

1.2) Indicate which of the course(s) you enjoyed the most. Briefly indicate why.

Your text here

1.3) Based on your curriculum, elaborate in a few sentences what makes you a Liberal Arts and Sciences student; i.e. what is the narrative of your (future) UCM curriculum? How would you explain what you are studying to someone unfamiliar with the concept of Liberal Arts and Sciences and/or an open curriculum?

Your text here

1.4) Write down anything else you would like to address that is of relevance for your concentration and thus your curriculum.

Your text here

2. Thinking about your future

As a general approach, to plan well means thinking in reverse. Starting with the goal you want to reach (job, PhD, ...) and the Master's programme you need to get there, you have to think about the required advanced (3000-level) courses to be admitted into the Master's programme of your choice. Advanced courses require intermediate (2000-level) courses as prerequisite(s), and most of the intermediate courses have introductory (1000-level) prerequisite(s). Note that by now, you should have an idea whether and if so, which Master's programme you would like to pursue. The 'thinking in reverse process' may help to come to a satisfied decision on your future.

Master's programmes

2.1) Starting your last semester, you need to decide on a Master's programme. Note that if you do not want to pursue a Master's programme, it might be good to think about alternative plans, and what these require. In case you are not interested in a Master's programme, answer the following questions with your alternative plans in mind.

- b) Based on the narrative of your curriculum (your focus at UCM), select the Master's programme(s) you would like to pursue. Review the transition to the Master's programme(s) based on the following:
- Entry requirements
 - Entry tests/assessments
 - Deadlines for registration
 - Required letters: recommendation, motivation, etc. (make sure to request recommendation letters sufficiently in advance, allowing for staff to plan writing letters in their busy schedules)
 - In case of a Master's programme abroad: residence permit/visa, etc.

Your text here

- c) Based on your curriculum narrative, your selected Master's programme(s), and your curriculum matrix, make an inventory of courses that are missing in your current curriculum, based on:
- Your concentration (any relevant courses that may be missing)
 - The graduation requirements
 - Master's programme requirements

Your text here

- d) Make an inventory of course deficiencies that require fixing through external education. Discuss this with your academic advisor, and submit your request to the Board of Examiners.
- Note that external education is possible up to 60 ECTS (this is including your semester abroad credits; i.e. if you gain 30 ECTS on a semester abroad, you have 30 ECTS left to take outside UCM). External education is only allowed on advanced level (3000, or 3rd year courses), and can only be followed upon approval by the Board of Examiners and the Board of Examiners of the other programme. The appendix in the course catalogue contains an overview of courses at our sister colleges (MSP and UCV), which do not count towards the 60 ECTS of external education.

Course code & title	UM faculty	# ECTS	Prerequisites	Prerequisite(s) met? yes/no
Add rows if necessary				

Capstone topic

You can start your Capstone if you have (at least) 140 ECTS by the time the Capstone semester starts, which is the case at the start of your 6th semester if you have a Progress Rate of 1.

2.2) Based on the narrative of your curriculum, make an inventory of Capstone ideas: possible topics, supervisor, essential (parallel) courses, etc.

Note that defining a Capstone topic and finding a supervisor is part of the Capstone module. This section is merely to help you to develop some ideas.

Your text here

3. Selecting your courses

The previous sections helped you form an idea of the narrative of your UCM curriculum, your concentration, and whether you require certain prerequisites for modules you want to do outside the regular UCM curriculum (external education, etc.). Using this information, you should be able to bring the 40plus courses offered in each semester down to a selection of (max) four per period.

3.1) Based on the inventory made in section 2, list all courses (UCM and external) you still have to do as part of your curriculum. Indicate the period in which the course is offered. Feel free to prioritise.

Note that the graduation criteria at UCM require you to take at least four 3000-level courses (minimum of 20 ECTS) in your concentration.

- List the prerequisites for every course listed and indicate for each prerequisite whether you have already met it.
- For those prerequisites you have not yet met, indicate in which period they are offered.

Essential/relevant courses	Period offered	Prerequisites	Prerequisite met yes/no	Period offered
Add rows if necessary				

3.2) Compare the list you composed under 3.1 to the courses you can select for the fall semester. Based on this comparison, bring your course selection down to (max) four courses per period: two preferred and two alternative courses. When selecting, keep in mind that, because of an overlap in schedules, you cannot do two courses that are in the same block on the course registration form.

Period		Course Code & Title		Alternative (if applicable) Code & Title
Period 1	Course		Course	
	Course		Course	

	Skills training		Skills training	
Period 2	Course		Course	
	Course		Course	
	Skills training		Skills training	
Period 3	Project		Project	

3.3) List below any questions you would like to address to your peers.

Your text here

3.4) List below any questions you would like to address to your academic advisor.

Your text here

3.5) List below any remaining questions that should be answered by other officials (such as the Board of Examiners, International Relations Office - Semester Abroad officer, other UM faculties, etc.).

Your text here

You are currently in Semester 6: Finalise

When you are in your sixth semester, you do not have to register for courses anymore. You do have to hand in a Road to Graduation form. The Board of Examiners will inform you about this. The section below can help you reflect on your UCM career. This can be useful for your Road to Graduation form, but also for Master's applications. Use it as you see fit.

1. Finalise

- 1.1) Arrange the courses you have passed in your [curriculum matrix](#), according to graduation requirements (concentration, general education, etc.).
- 1.2) Indicate which of the course(s) you enjoyed the most. Briefly indicate why. How do these courses/topics relate to your plans?

Your text here

- 1.3) Based on your curriculum, elaborate in a few sentences what makes you a Liberal Arts and Sciences student; i.e. what is the narrative of your UCM curriculum? How does this relate to your plans?

Your text here

2. Thinking about your future

Master's programmes

- 2.1) If you have not yet done so, decide on a Master's programme. In case you are not interested in a Master's programme, answer the following questions with your alternative plans in mind.
 - a) Review the transition to the Master's programme(s) based on the following:
 - Entry requirements
 - Entry tests/assessments
 - Deadlines for registration
 - Required letters: recommendation, motivation, etc. (make sure to request recommendation letters sufficiently in advance, allowing for staff to plan writing letters in their busy schedules)
 - In case of a Master's programme abroad: residence permit/visa, etc.

Graduation

File a graduation request (MyUCM > Requests > Graduation Request). Note that you can graduate at the end of each month.