

## Overview

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<b>0.) Name of the SCOPE Association</b>	<b>2</b>
<b>1.) What is SCOPE?</b>	<b>2</b>
<b>2.) Structure of SCOPE</b>	<b>2</b>
<b>3.) How to become a member?</b>	<b>2</b>
<b>4.) Duration and End of Membership</b>	<b>3</b>
<b>5.) Membership Fee</b>	<b>3</b>
<b>6.) Data Processing and Privacy Policy</b>	<b>3</b>
<b>7.) Your Right as a Member</b>	<b>5</b>
<b>8.) Legal Documents</b>	<b>5</b>
<b>9.) Transparency of Financials</b>	<b>5</b>
<b>10.) Lines of Communication</b>	<b>6</b>
<b>11.) Correctness of Information Supplied</b>	<b>6</b>

*Please read this document carefully - it contains the General Terms and Conditions you agree to when signing up for SCOPE*

## 0.) NAME OF THE SCOPE ASSOCIATION

[SCOPE Maastricht](#) (Chamber of Commerce: 54093600)

## 1.) WHAT IS SCOPE?

SCOPE is the official Study Association of the School of Business and Economics at Maastricht University. SCOPE Maastricht serves all students of the SBE. We organize various events and activities of social, academic and career-oriented nature. For a full overview of our portfolio and the benefits of membership, please refer to our website. Please note, that our service portfolio changes constantly - we cannot give any guarantee for you to enjoy and benefit from each individual item. For example, the spots on study trips are always limited due to capacity and financial constraints.

SCOPE wants to add value to student life and promote the spirit of an international, scientific community. We highly value the diversity of nationalities in the student population.

## 2.) STRUCTURE OF SCOPE

SCOPE consists of three main pillars which are committed to a common goal, namely to add value to student life, but maintain their own culture. Every pillar is being managed by pillar coordinators who are supervised by the full time board. On a strategic level, relevant decisions concerning SCOPE are made by the full time board. As well as that, SCOPE is guided by an Advisory Board. You can find an overview of the key personnel and contact details on our website.

## 3.) HOW TO BECOME A MEMBER?

To become a member of SCOPE you have to fill out our [registration forms](#). With your registration, you agree to the terms and conditions, presented to you in this document. For more detailed terms and conditions, please continue at section '8.) Legal Documents'. If you were a member of one of the former associations SCOPE | 3MA, SCOPE | Focus or SCOPE | Economics during the academic year 2016/2017, your membership has been transferred to SCOPE Maastricht, which has been announced via mail. Moreover, your annual membership has been transferred to the "student lifetime membership", meaning that your membership stays valid until you terminate studies, graduate or

after five years.

#### 4.) DURATION AND END OF MEMBERSHIP

The membership of the one-year subscription terminates exactly 12 months after your subscription. This membership option is recommended for students with a study duration of 12 months at the Maastricht University. Your SCOPE account will be deactivated and you will be informed about this process via email. The membership of the Student Lifetime membership terminates exactly five years after your subscription. If you continue your studies after five years and would like to extend your SCOPE membership, send an email to: [info@scope-maastricht.nl](mailto:info@scope-maastricht.nl). Otherwise, your SCOPE account will be deactivated and you will be informed about this process via email. You always have the chance to inform us that you would like to be added to our Alumni database. The members of this database will receive updates about SCOPE and information about upcoming Alumni events via email. Moreover, you can always actively cancel your membership by sending a cancellation email to: [info@scope-maastricht.nl](mailto:info@scope-maastricht.nl). This cancellation is only valid once you have received a confirmation mail.

#### 5.) MEMBERSHIP FEE

Currently, SCOPE offers three different membership options for UM students. The first one is a one-year subscription for 20€, which automatically terminates after 12 months. The second one is the Student Lifetime Membership for 34,99€, which automatically terminates after five years. In addition to these two membership options, SCOPE offers a third membership for exchange students. This membership option costs 10€ and terminates automatically after six months. The membership fees will be paid during the process of your registration and are based on a one-time payment. There will be no automatic withdrawal of membership fees from the bank account of our members.

Please note that all SCOPE associations operate on a non-profit basis. A lot of effort is made to ensure a high level of transparency when it comes to financial information (section '9. Transparency of Financials').

#### 6.) DATA PROCESSING AND PRIVACY POLICY

With your registration you agree that SCOPE Maastricht uses the information you have supplied with your registration for internal purposes within SCOPE and the School of Business and Economics. This includes, but is not limited to, processing data and communicating electronically.

### *6.1) Sensitive Data*

The access of sensitive member data is restricted to the full time board of SCOPE. Only the full time board has access to the database and can process the personal data of a member. In order to update the data indicated for the SCOPE membership, please either log in via [scope-maastricht.nl](http://scope-maastricht.nl) and update your account information (as of the academic year 2019/20) or write an email to [secretary@scope-maastricht.nl](mailto:secretary@scope-maastricht.nl).

### *6.2) Event Registration*

When signing up for an event, the applicant automatically authorizes the current committee members of the responsible committee, the pillar board and the full time board to process his or her information. This effectively means that the entire committee of the event or trip has access to the student's entire application and is authorized in case of recruitment events and company visits to forward the application to third parties that are involved in the event or trip. The applicants' CVs and motivation letters will be deleted right after the event. However, SCOPE reserves the right to save administrative information about its applicants in order to better serve the SBE student population in the future. Additionally, the companies are obliged to delete the CVs and motivation letters of the applicants right after the event by contract.

### *6.3) Alumni Data*

When a member leaves Maastricht University, this person will automatically become a former member of the association. SCOPE reserves the right to keep the former members' data to be able to stay in touch with the student for e.g. alumni events. In case the former student is not in favour of this, he or she can approach the current secretary at any time to be ultimately removed out of the SCOPE database. There are no fees being charged for being a former member of SCOPE.

### *6.4) Mailings*

SCOPE uses the mail addresses of all people that are either SCOPE members and/or people who signed up for a SCOPE event to inform them about current events, job-, and internship opportunities. These are usually targeted on a specific group of students to avoid an overload of mailings. The absolute maximum of mails that a student will receive from SCOPE are two mails per week. By signing up for a SCOPE membership, you automatically give your consent to the use of your email address for this purpose. If you do not want to be informed about career opportunities anymore, you can unsubscribe from the mailing list at any point by sending an email to [info@scope-maastricht.nl](mailto:info@scope-maastricht.nl).

## 7.) YOUR RIGHT AS A MEMBER

SCOPE Maastricht holds semi-annual General Members Assemblies (GMAs), also called: General Members Meetings (GMMs). It is the right of any member to ask questions to the board of SCOPE Maastricht, the highest executive bodies. As a member, you will receive invitations to the GMAs via mail or post. Please note that for legal reasons we will have to notify you about GMAs via mail - even if you asked us not to send you any mails. During the GMAs you have the right to inform yourself about financials and to participate in voting.

## 8.) LEGAL DOCUMENTS

This document is only meant to give you a brief overview about SCOPE and your membership. As a member you can request to inspect the 'Rules and Regulations' and 'Statutes' of SCOPE Maastricht. These documents specify all information about the associations in detail. To do so, please contact the President/Chairman of the respective association. Contact Details can be found on our website.

## 9.) TRANSPARENCY OF FINANCIALS

Information about the use of membership fees and other assets are presented to you during the General Members Assembly, which are held semi-annually. During the GMAs, members have the opportunity to ask questions and gain insights into financial information. For more information about SCOPE's financials, please contact the Treasurer of SCOPE ([treasurer@scope-maastricht.nl](mailto:treasurer@scope-maastricht.nl)).

## 10.) LINES OF COMMUNICATION

For information with respect to the membership fee payment process please contact the Treasurer of SCOPE Maastricht.

For general information with respect to your membership please contact the Secretary of SCOPE Maastricht.

Preferably, communication is done electronically via mail. Any correspondence has to be written in English. Please always state your full name and student ID!

For further information please consult the associations' website:

[www.scope-maastricht.nl](http://www.scope-maastricht.nl)

## 11.) CORRECTNESS OF INFORMATION SUPPLIED

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