



Practical Information for UCM Invigilators

Contract and payment

The payment will be done per month on the first coming UM payment day according to the payment schedule of InterUM. The payment schedule can be found on the website of interUM.

Tasks

Please find on the website of InterUM an overview of your tasks. This can be found at: http://www.interum.eu/pdf/Profiel%20van%20een%20surveillant_1.pdf

Report sick

If you are ill, please contact InterUM immediately - at the latest before 8.00 am.

Travel expenses and parking

It is not possible to park your car at the UCM parking lot. Of course you can stall your bike at the back of our building. You are not eligible for travel expenses.

Exam material and schedules

The exam material, is available through the Office of Student Affairs at UCM (Zwingelpuut 4, room 0.008). Schedules will be available at the latest 1 week after the beginning of each period. In exceptional cases a midterm will be scheduled ad hoc and will be communicated at a late stage. This has to do with a complicated schedule of the individual courses. All other relevant information will be given to you via InterUM.

Facilities at UCM

For all invigilators there is coffee and tea available at the Front Office (Zwingelpuut 4, room 0.044). In exceptional cases a student is allowed to make use of the toilet, there are close to be reached from all classrooms. Please check the plan of UCM.

Rules and regulations

Please comply with the rules as laid down in the Rules Procedure Examinations 2016-2017 to be found on the website of InterUM. Never fulfill promises to students if you are not familiar with the rules or procedures. Always discuss with or refer to the course coordinator concerning requests from students, exceptions, etc.

More information?

Should you have any questions, remarks and/or problems, please do not hesitate to contact:

Office of Student Affairs:

Tom Lennartz, room 0.008, phone 043-3885199

Suzanne Beckers, room 0.008, phone 043-3885497

Elin Johansson, room 0.008, phone 043-3885195

Last but not least...

Please be aware of your role model position as an UCM invigilator towards students and staff alike. Make sure to have a professional attitude, discuss problems in time but most important...

Enjoy working at UCM!