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APPLICATION AND REGISTRATION REGULATION 2017-2018

These Regulations are a further elaboration of Chapter 7 of the Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek (WHW) [Higher Education and Research Act], which sets forth the basic rules concerning registration and tuition fees, and applies subject to the relevant provisions of the law. The rules regarding registration and deregistration are contained in Articles 7.32 through 7.42a of the WHW, while the provisions relating to tuition fees are included in Articles 7.43 through 7.49 of this Act.

I. Definitions

Article 1. DEFINITIONS

The following terms will have the following meanings in these Regulations:

a. application: a request for registration;
b. academic year: the academic year will run from 1 September through the following 31 August;
c. external student: a registration status in which students may only take examinations; external students will not be permitted to take classes, use the facilities (except for the library) or take advantage of thesis supervision.
d. EEA: agreement on the European Economic Area;
e. student financing: conditional loan or basic student grant, any supplementary grants and allowances, and/or interest-bearing loan in accordance with the Wet Studiefinanciering (WSF) [Student Grant Act] 2000. A so called ‘zero loan’ (a loan which is not paid out) will also be considered part of student financing.
f. statutory tuition fee: the tuition fee set by law for full-time students in the Netherlands and equivalent students who have not acquired a similar (government-funded) degree (Bachelor’s or Master’s) since 1991 in the Netherlands.
g. institutional tuition fee: the tuition fee set by Vrije Universiteit Amsterdam for students not eligible for the statutory fee. Students who are registered for a second Bachelor’s or Master’s programme...
in the educational field or in the field of health sciences, and who have not yet acquired a degree in the educational field or in the field of health sciences are eligible for the statutory tuition fee.

d. termination: formal termination of the registration at Vrije Universiteit Amsterdam, as a result of which all rights and obligations lapse (such as taking classes, taking examinations and using facilities of the Vrije Universiteit Amsterdam and the Dienst Uitvoering Onderwijs (DUO)).

e. pre-Master's programme: programme that pre-Master’s students take in order to prepare for a Master’s programme.

f. ec: European Credit (ec)

g. New student finance system (studievoorschot): a loan which a student can arrange with the government, in accordance with the Wet studievoorschot hoger onderwijs

h. Limited enrolment programme (Numerus fixus): a Bachelor’s programme with a selection procedure.

i. Compensation: the fee for a pre-Master’s programme, as set by law.

II. Application and registration

Article 2. APPLICATION AND REGISTRATION

1. The Student and Educational Affairs (SOZ) Director is responsible for registering students on behalf of the Executive Board.
2. Application precedes registration.
3. Application or re-registration requests will be made through Studielink.

Article 2A. APPLICATION AND REGISTRATION FOR FIRST YEAR BACHELOR’S PROGRAMMES

1. The following dates regarding first registration for Bachelor’s programmes will apply:
   a. programme without numerus fixus/selection: Dutch and other EER-students applying up to and including 1 May 2017. The Dutch prospective student applying up to and including 1 May 2017 for the first time for the first year of a programme obtains the right to be admitted to the programme to the programme of his or her choice, provided he or she has participated in the prescribed programme matching activity. This consists of a digital Matching Programme Questionnaire and, depending on the programme, a faculty-specific activity.
   b. limited enrolment programmes numerus fixus / selection: application up to and including 15 January 2017. Prospective students applying up to and including 15 January 2017 for the limited enrolment programmes (numerus fixus) International Business Administration, Criminologie, Geneeskunde and Tandheelkunde will participate in the selection for the programmes.

2. Registration
   a. registration up to and including 31 August 2017, or
   b. if the student participated in the selection procedure has received a confirmation of admission for a limited enrolment programme (numerus fixus), within two weeks after the date of receipt.
3. As an exception to section 1, international students who wish to use the services of the International Office for assistance in securing visas and housing need to apply before 1 April 2017.
4. Retroactive registration is not possible.

Article 2B. APPLICATION AND REGISTRATION FOR BACHELOR’S PROGRAMMES YEARS 2 AND HIGHER

1. The following date will apply regarding registration for Bachelor’s programmes years 2 and higher: Application and registration up to and including 31 August 2017.
2. As an exception to section 1, students who wish to use the services of the International Office for assistance in securing visas and housing need to apply before 1 April 2017.
3. Retroactive registration is not possible.
Article 3. APPLICATION AND REGISTRATION FOR PRE-MASTER’S PROGRAMMES

1. Those in possession of a hbo- or wo-Bachelor’s degree and who wish to pursue a Master’s degree at Vrije Universiteit Amsterdam but who do not meet the entry requirements as mentioned in the education and examination regulations, may be eligible for a pre-Master’s course for some programmes. The Faculty Board will decide on eligibility based on the applicant’s prior education.

2. Students should apply for a pre-Master's programme through Studielink, mentioning the relevant Master's programme. The pre-Master’s student will be enrolled in the relevant preparatory Bachelor's programme.

3. Application for a pre-Master’s programme is only possible up to and including 31 May 2017.

4. Registration for a pre-Master’s programme is only possible up to and including 31 August 2017.

5. As an exception to section 3 and 4, application and registration for the pre-Master’s programmes in Marketing, Business Administration, Entrepreneurship and Finance is only possible up to and including 31 January 2018. These programmes will start on 1 February 2018.

6. Retroactive registration is not possible.

Article 4. APPLICATION AND REGISTRATION FOR MASTER’S PROGRAMMES

1. Students who wish to apply for a Master’s programme and have not obtained their Bachelor’s degree at Vrije Universiteit Amsterdam and want to start the Master’s programme in September 2017 must apply up to and including 31 May 2017.

2. As an exception to section 1, students who wish to use the services of the International Office for assistance in securing visas and housing need to apply before 1 April 2017.

3. As an exception to section 1, students that want to start with the teacher training programme’s (universitaire lerarenopleiding - ULO) need to apply before 1 May 2017.

4. Registration for a Master’s programme that officially starts September 2017 is only possible up to and including 31 August 2017.

5. Students who have obtained their Bachelor’s degree from Vrije Universiteit Amsterdam and wish to register for the Master’s programme can apply and register up to and including 31 August 2017.

6. Students who wish to apply for a Master’s programme with an additional start date on 1 February 2018 (see Annex VIII) and have not obtained their Bachelor’s degree at Vrije Universiteit Amsterdam and want to start the Master’s programme in February 2018 must apply up to and including 1 November 2017.

7. As an exception to section 6, students from Vrije Universiteit Amsterdam that want to start with the teacher training programme’s (universitaire lerarenopleiding - ULO) can apply up to and including 1 November 2017.

8. Registration for a Master’s programme with an additional start date on 1 February 2018 (see Annex VIII) is only possible up to and including 31 January 2018.

9. As an exception to section 4, students who register for the first time for the Master’s programme in Medicine may apply and register as of the month in which the Master’s programme starts. These students must first secure permission for registration from the Governing Board.

10. Registering during the course of the academic year for the Master Medicine
A student registered for the Master Medicine for the first time during academic year 2015-2016 or academic year 2016-2017 or academic year 2017-2018, is allowed to deregister during academic year 2017-2018 and reregister in the same academic year, only if the waiting period between internships is at least two (2) months.

11. Retroactive registration is not possible.

Article 5. CONDITIONS – GENERAL

1. Subject to the conditions stated by law, the student will be registered, provided that:
   a. an on time electronic application through Studielink has been received, and
   b. the tuition fee is received on time by Vrije Universiteit Amsterdam, whether or not through a direct debit authorization to collect the fee through instalment payments.

In addition, registration will occur provided that:
   c. the institution of 'primary registration' states that the full amount of the statutory tuition fee has been paid by issuing a Proof of Payment (Bewijs Betaald Collegegeld – BBC) to Vrije Universiteit Amsterdam.
2. Where applicable, one or more of the following conditions have to be met in order for a student to be registered:
   a. the tuition or examination fees which were owed for previous academic years have been paid in full;
   b. if the student is 18 years or older and is not a national of an EEA country, the student has demonstrated that he/she will be lawfully residing in the Netherlands on the 1st of September of the academic year in which he/she desires to be registered initially for a programme;
   c. any compensation referred to in Article 15.2 of the WHW, owed on account of taking courses or examinations without being properly registered, has been paid in full.

3. Registration must be completed no later than 31 August 2017.1

Article 6. ADMISSION REQUIREMENTS FOR BACHELOR’S PROGRAMMES (other than AUC and PPE (annex V))

Educational requirements
1. The prior education requirements, as well as the additional prior education requirements – where applicable - will be deemed to have been met if:
   a. the applicant has a VWO [pre-university education] diploma with a profile that is in accordance with current ‘Regulations on Additional Prior Education Requirements for Higher Education’ (Ministry of Education OCW);
   b. the applicant has a VWO diploma which was granted before profiles were introduced or a VWO diploma with a previous profile, and a statement from the Executive Board indicating that the substantive requirements (comparable to the designated profile) set forth in the Academic and Examination Regulations (OER) for the programme have been satisfied.

2. if the applicant has a propedeutical certificate of an HBO institution:
   a. the student needs to fulfil the provisions mentioned in the current ‘Regeling nadere vooropleidingseisen hoger onderwijs’ (OCW)
   b. the student needs to fulfil the additional requirements the faculty has stated. Where applicable these requirements are set forth in the Academic and Examination Regulations (OER) for the programme
   c. the language requirements set in article 6B, sub 2b.

3. Applicants which can be admitted based on a foreign diploma in accordance with article 6A, sub 1b or 1c, will not be registered before they have demonstrated to fulfil the following requirements
   a. a profile that is in accordance with current ‘Regulations on Additional Prior Education Requirements for Higher Education’ (Ministry of Education OCW);
   b. the substantive requirements (comparable to the designated profile) set forth in the Academic and Examination Regulations (OER) for the programme.
   c. the language requirements set in article 6B, sub 1 and sub 2b.

4. If a request for registration relates to a ‘numerus fixus’-programme, a confirmation of admission should be issued by the university (see Annex X).

5. If admission to the post-first-year phase of a limited enrolment programme (numerus fixus) is requested, the student must submit a proof of at least gaining a positive BSA (binding study advice) elsewhere for the same or related study programme.

Article 6A. EXEMPTIONS TO ADMISSION REQUIREMENTS FOR BACHELOR’S PROGRAMMES

1. Exemption from prior education requirements
   a. An applicant who has a propaedeutic (first-year) certificate from a WO [research university education] programme or who has obtained a Bachelor’s or Master’s degree will have satisfied the prior education requirements, with due observance of the ‘Regulations on Additional Prior Education Requirements for Higher Education’
   b. An exemption will likewise be granted if the applicant has a different diploma from prior education than that referred to in Article 6, section 1 which has been deemed by ministerial

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1 The registration will not be completed if the requirements of the previous education, the requirements of registration (such as the proof of admission, the verification of personal and educational data, binding study advice, the proof of sufficient knowledge of the language) and the payment of the tuition fees, whether or not by direct debit authorization, have not been met.
order or by the Executive Board to be at least equivalent to the stated prior education requirements.

 c. An applicant who has access to university education in a country which has ratified the agreement on the acknowledgement of qualifications concerning higher education in the European Region (Trb. 2002, 137, 'Lisbon') is furthermore exempted, unless a considerable discrepancy between the admission requirements in the formerly mentioned country and the WHW requirements is demonstrated by the Executive Board.

d. If necessary, the additional prior education requirements must still be met before registration can be completed.

Article 6B  LANGUAGE REQUIREMENTS FOR BACHELOR’S PROGRAMMES

1. An applicant who has a foreign diploma from a prior study programme as stated under Article 6A, section 1(b) or 1(c), which can provide admission to the programme, will not be registered until he/she has demonstrated that his/her level of proficiency in Dutch is such that the programme can be pursued successfully, with the exception of those who are exempted from this requirement.

   a. The applicant can prove his/her level of proficiency in Dutch by successfully completing:
      - the second proficiency examination for Dutch as a Second Language (NT2 II) or
      - CNaVT (Dutch as a Foreign Language Certificate), PAT and PTHO exams,
      - foreign exams including Dutch and sanctioned by Vrije Universiteit Amsterdam.

   b. Applicants whom obtained a sufficient grade in Dutch of at least 4 VWO level, are exempted from the tests mentioned above.

2. An applicant who wants to follow a Dutch-taught or English-taught Bachelor’s will only be registered if he/she has demonstrated his/her level of proficiency in English is such that the programme can be pursued successfully, by

   a. having obtained a secondary school diploma of at least VWO level or equivalent, or

   b. meeting at least one of the following standards, no more than two (2) years before the start of the programme at the VU:
      - IELTS (academic): 6.5
      - TOEFL paper-based test: 580
      - TOEFL internet-based test: 92
      - the Cambridge Certificate of Proficiency in English (CPE) or the Cambridge Certificate of Advanced English (CAE) with a score of A, B or C.
      - VU-test English-language proficiency: TOEFL ITP.

3. Persons who have obtained an English-language diploma from a prior study programme in Canada, the United States, United Kingdom, Ireland, New Zealand or Australia are exempted from the test.

4. From the test are exempted those who have earned a Bachelor’s degree in an accredited English-taught programme.

Article 6C.  COLLOQUIUM DOCTUM

1. A person who has passed a colloquium doctum [university admissions test] will be exempted from the requirements in Article 6, section 1. The person taking the colloquium doctum needs to be 21 years or older on the examination date.

2. The Executive Board may deviate from the age limit of 21 years at the request of a student who is not a Dutch national if the student:

   a. has a foreign diploma which provides the student access in his/her own country to a university education;

   b. cannot submit proof of a diploma because of grave circumstances in the student’s country of origin, for example, in the case of refugees.

3. A student who has passed the colloquium doctum will not be registered until he/she has demonstrated that his/her level of proficiency in the language of instruction (Dutch or English) for the selected programme is such that the programme can be pursued successfully.

4. Admission based on a colloquium doctum will apply solely to the academic year for which the colloquium doctum was taken and to the programme for which the colloquium doctum was taken.

Article 6D.  ADMISSION REQUIREMENTS FOR PRE-MASTER’S PROGRAMMES
Admission requirements

1. A letter of acceptance issued by or on behalf of the Faculty Board, stating that the applicant has satisfied all the following conditions:
   a. the applicant has a degree certificate from a Bachelor’s, or Doctoraal programme allowing him/her to be admitted.
   b. the applicant has taken the mandatory examination. To be admitted to the programme, it can be required that the applicant successfully completes this examination (pre-Master’s assessment or Gmat);
   c. the applicant has satisfied the other admission requirements stated in the Academic and Examination Regulations;
   d. the applicant has not previously been registered for the same pre-Master’s programme.
   e. the applicant has met the conditions referred to in Article 5.

Article 7. ADMISSION REQUIREMENTS FOR MASTER’S PROGRAMMES

Admission requirements:

1. A letter of acceptance issued by or on behalf of the Faculty Board/dean, stating that the student:
   a. has a degree certificate from a Bachelor’s, or Doctoraal programme allowing him/her to be admitted or is exempted from having such a certificate, whether or not following an assessment;
   b. has satisfied the other admission requirements stated in the Academic and Examination Regulations.
   c. has met the conditions referred to in Article 5.

2. A student who attended a Bachelor’s programme instructed in a language other than Dutch and who meets the requirements of the Dutch Master’s programme will only be registered if he/she has demonstrated to the Examination Board that his/her level of proficiency in Dutch is such that the programme can be pursued successfully.
   A student can prove his/her level of proficiency in Dutch by successfully completing:
   a. the Dutch as a second language exam II (NT2 II);
   b. the Interuniversitaire Toelatingstoets Nederlands (ITN);
   c. CNaVT (Dutch as a Foreign Language Certificate), PAT and PTHO exams; or
   d. foreign exams including Dutch and sanctioned by Vrije Universiteit Amsterdam.

3. An applicant wishing to pursue an English-language Master’s programme must demonstrate that he/she is proficient in English by:
   a. having met at least one of the following conditions no more than two years before the start of the degree programme:
      - IELTS (academic): 6.5
      - TOEFL paper based test: 580
      - TOEFL internet based test: 92
      - the Cambridge Certificate of Proficiency in English (CPE) or the Cambridge Certificate of Advanced English (CAE) has passed with a score A, B or C.
      - VU-test English-language proficiency: TOEFL ITP.
   b. to have met the supplementary or higher languages requirements, in case the faculty did set them. Where applicable these requirements are listed in the OER of the Master’s programme.

4. From the test are exempted:
   a. students who completed an English-taught secondary or higher education degree in Canada, the United States, the United Kingdom, Ireland, New Zealand or Australia;
   b. those who have earned a bachelor’s or master’s degree in an English-taught programme accredited by NVAO in the Netherlands;
   c. those who have earned a Bachelor’s or Master’s degree in an accredited English-taught programme in another member state of the European Union.

5. Additional language requirements may be imposed to those students who wish to pursue an English-taught Master’s programme by the faculty. Where applicable these requirements are listed in the OER of the Master’s programme.

Article 7A ADMISSION REQUIREMENTS FOR TEACHER TRAINING PROGRAMMES

Admission requirements:
1. The student has a degree certificate from a Master’s programme (or Doctoraal programme) relating to the teacher training to be pursued.

2. If the request concerns the initial registration for the teacher training programme (universitaire lerarenopleiding - ULO), the Faculty Board of the faculty Behavioural and Movement Sciences will decide, based on obtained results in the Bachelor and Master’s programmes, if admission is to be granted. The criteria are listed on the website.

3. A student who attended a Bachelor’s programme instructed in a language other than Dutch and who meets the requirements of the Dutch Master’s programme will only be registered if he/she has demonstrated to the Examination Board that his/her level of proficiency in Dutch is such that the programme can be pursued successfully.

A student can prove his/her level of proficiency in Dutch by successfully completing:
   a. the Dutch as a second language exam II (NT2 II);
   b. the Interuniversitaire Toelatingstoets Nederlands (ITN);
   c. CNaVT (Dutch as a Foreign Language Certificate), PAT and PTHO exams; or
   d. foreign exams including Dutch and sanctioned by Vrije Universiteit Amsterdam.

III. Tuition Fees and Charges

Article 8. TUITION FEES AND CHARGES

1. The statutory tuition fee applies to students who:
   a. have the Dutch nationality or who are otherwise eligible for the equivalent tuition rate (also see Annex I)
   b. have not obtained a (government-funded) degree at the same level (Master’s or Bachelor’s) in the Netherlands since 1 September 1991.
   c. have not obtained a (government-funded) Doctoraal degree in the Netherlands since 1 September 1991 (a Doctoraal degree envelops both a Master’s and a Bachelor’s degree).

2. Pre-Master’s students pay a proportional part of the height of the statutory fee as long as their programme consists of 30 credits or less. For programs from 30 to no more than 60 credits, the tuition fee for credits above 30 will be a proportional part of the statutory tuition fee.

3. All other students pay the institutional rate.

4. The following tuition fees apply in the 2017-2018 academic year for EEA students or the equivalent (see Annex I):
   - fee for a pre-Master’s programme of 30 credits € 1003,-
   - statutory tuition fee for a full-time programme € 2006,-
   - statutory tuition fee for a part-time programme € 2006,-
   - statutory tuition fee for a sandwich (duaal) programme € 2006,-
   - examination fee for an external student € 9.000,-

5. The tuition fee for programme’s AUC and PPE can be found in Annex V

6. The tuition fee for the part-time Master's programme in Accounting and Control (in combination with the postgraduate programme) is: € 3.800,-

7. The following institutional fees have been set for the 2017-2018 academic year:

   BACHELOR’S PROGRAMMES offered by the Faculty of
   - Earth and Life Sciences € 11.100,-
   - Economics and Business Administration (excluding IBA) € 7.600,-
   - Economics and Business Administration: IBA € 9.100,-
   - Sciences (excluding bachelors Physics & Astronomy (jd)and Chemistry (jd)) € 11.100,-
   - Sciences: bachelors Physics & Astronomy (jd) and Chemistry (jd) € 11.200,-
   - Behavioral and Human Movement Sciences: Human Movement Sciences € 11.100,-
   - Behavioral and Human Movement Sciences: Psychology, Educational sciences € 7.600,-
   - Humanities € 7.600,-
   - Medicine € 15.200,-
Theology (excluding bachelor Theology (joint degree)) € 7,600,-
Theology: bachelor Theology (joint degree) € 2,924,-
Law € 7,600,-
Social Sciences € 7,600,-
Dentistry € 18,500,-

MASTER’S PROGRAMMES offered by the Faculty of

Earth and Life Sciences € 13,400,-
Cardiovascular research and Oncology € 13,400,-
Economics and Business Administration: MPhil in Economics (Tinbergen) and Business in Society € 12,000,-
Economics and Business Administration: Entrepreneurship € 14,850,-
Economics and Business Administration (other) € 13,500,-
Sciences (excluding Chemistry (jd), Computer Science (jd), Computational Science (jd), Physics and Astronomy (jd)) € 13,400,-
Sciences: Chemistry (jd), Computer Science (jd), Computational Science (jd), Physics and Astronomy (jd) € 13,300,-
Behavioral and Human Movement Sciences (except ULO) € 13,500,-
Behavioral and Human Movement Sciences: Universitaire Lerarenopleiding € 5,800,-
Humanities € 13,500,-
Medicine € 15,200,-
Theology € 13,500,-
Law € 13,500,-
Social Sciences € 13,500,-
Dentistry € 20,600,-
Teacher training in “Taalvakken en Zaakvakken” € 5,800,-

IV. Transitional arrangements

Article 9. TRANSITIONAL SCHEME GOVERNING THE 2015 INSTITUTIONAL RATES

1. Full-time students
   As from September 2016, the transitional provisions will apply for students who pay the institutional rate, who were registered for a full-time study programme on 1 February 2016 and who would have to pay a higher institutional tuition fee rate in the 2016 – 2017 academic year than they did in the 2015 – 2016 academic year on the ground of the new rates set by the Executive Board. During the nominal duration of study + 1 year, as from the intake time, those students will be eligible for an institutional rate that will be equivalent to the institutional tuition fee for that study programme that applies in 2015 – 2016, provided that the registration is not interrupted.

2. Part-time students
   As from September 2016, the transitional provisions will apply for students who pay the institutional rate, who were registered for a part-time study programme on 1 February 2016 and would have to pay a higher institutional tuition fee rate in the 2016 – 2017 academic year than they did in the 2015 – 2016 academic year on the ground of the new rates set by the Executive Board. For a period equal to twice the nominal duration of study + 1 year, as from the intake time, those students will be eligible for an institutional rate that will be equivalent to the institutional tuition fee for that study programme that applies in 2015 – 2016, provided that the registration is not interrupted.
Article 10.  SECONDS DEGREE IN PARALLEL

A student who registers for a second, third or fourth programme (additional programme(s)) while still studying in his or her initial programme will be eligible for the statutory tuition rate for the second, third or fourth programme even after completing the initial programme, provided that there is a continuous enrolment for the additional programme(s). This does not apply when a student starts with a third or subsequent programme after the initial programme is completed.

V. Payment of fees

Article 11. PAYMENT OF TUITION FEES AND CHARGES

1. The tuition fees or the charges may be paid through:
   a. a lump sum payment (direct debit authorization or otherwise);
   b. instalments, by issuing an irrevocable direct debit authorization for payment in instalments. The amount will be collected in five instalments.

2. Tuition fees may be paid by submitting an official receipt for payment of tuition fees (Bewijs Betaald Collegegeld).

3. Administrative fees
   a. If the amount is paid in a lump sum, administrative fees will not be charged.
   b. The administrative fees for payment in instalments have been set at € 24,- per year and must be paid in advance.


VI. Adjustment tuition fees

Article 12. ADDITIONAL PROVISIONS CONCERNING TUITION FEES

1. Tuition fee reduction
   a. If the student is registered after the 1st of September, the tuition fees for the academic year will be reduced by one-twelfth for each month that the student was not registered.
   b. If the student is registered as an external student, no reduction or restitution of the examination fee is possible; nor is restitution possible in the event the student deregisters during the course of the academic year.
   c. If the student is registered as a pre-Master’s student, no reduction or restitution of the examination fee is possible, nor is restitution possible in the event the student registers or deregisters during the course of the academic year.

2. Tuition fee payment if the student registers for more than one programme:
   a. If the student registers for more than one programme at Vrije Universiteit Amsterdam for which the statutory rate is due, the student will have to pay the (highest) tuition fee only once.
   b. If the student registers for more than one programme at various institutes of higher education, for which the statutory rate is due, an exemption from payment of tuition fees will be given for the registration for the second programme at Vrije Universiteit Amsterdam if the tuition fees owed for the registrations concerned is less than or equal to the tuition fees already paid. The student must submit the statement referred to in Article 5, section 1(c).
   c. If the student registers for a second programme at Vrije Universiteit Amsterdam, as mentioned in 2b, then there will be no reduction or exemption of the tuition fees on the basis of tuition fees paid elsewhere if the student pays the institutional tuition fee, pre-Master’s fee or examination fee for external students to Vrije Universiteit Amsterdam.
   d. If the student registers for more than one programme at Vrije Universiteit Amsterdam to which the institutional tuition fee applies, the student will have to pay the institutional tuition fees for each programme.
VII. Termination of Registration

Article 13. TERMINATION OF REGISTRATION

1. Each registration ends by operation of law on the last day of the academic year.

2. Registration will also be terminated in the following cases:
   a. If a student requests deregistration through Studielink, deregistration will be effective the first day of the month following the request.
   b. If collection of the tuition fees owed is not possible (e.g. because of insufficient funds in the account for which the irrevocable direct debit authorization referred to in Article 11 section 1 has been issued), the Student Services Director will terminate the registration from the second month following the payment demand. If the student wishes to remain registered, he or she will be given the opportunity to transfer the amount owed in a lump sum within four weeks. Annex III, ‘Protocol for Collection of Tuition Fees’, will apply.
   c. If a student is deceased, deregistration will become effective the first month following his or her death.

3. The registration may not be terminated if the requesting party has been given a proof of payment of tuition fees (BBC).

4. The registration can be terminated by the Executive Board on the advice of the Examination Board or the Faculty Board and under careful consideration of the interests of the student and Vrije Universiteit Amsterdam, in the case that a student’s actions, behaviour or statements reveal an incapacity to practice one or more of the professions for which the programme is intended to train students.

5. The Executive Board of Vrije Universiteit Amsterdam may, on the recommendation of the Examination Board and the Faculty Board, terminate a student’s registration if the student is implicated in a case of serious academic misconduct.

6. The Executive Board of Vrije Universiteit Amsterdam may, on the recommendation of the Faculty Board, terminate a student’s registration in the case of serious misconduct with respect to employees or other students of Vrije Universiteit Amsterdam.

Article 14. REIMBURSEMENT OF TUITION FEES

1. A request for a tuition fee reimbursement will only be granted in the event of deregistration in accordance with the provisions in Article 13 section 2(a) (termination of registration) of these Regulations. If possible, the tuition fee reimbursement decision will be communicated to the requesting party simultaneously with the decision of the interim termination of registration. If Article 13 section 2(c) applies, the remaining tuition fees shall be reimbursed to the designated next of kin upon notification that the student is deceased.

2. In general, a decision will be made within one month after the request is received, but in any event before the 31st of December of the calendar year in which the end of the relevant academic year falls.

3. If registration is terminated, the tuition fees will be reimbursed at a rate of one-twelfth for every month of the academic year in which the student is no longer registered. There will be no reimbursement of tuition fees if registration is terminated as of the 1st of July or the 1st of August.

4. The reimbursement will be transferred to the account from which the tuition fee was paid.

VIII. Hardship Clause

Article 15. HARDSHIP CLAUSE

1. If application of these Regulations should result in a patently unfair situation, the Student Services Director on behalf of the Executive Board may deviate from these Regulations in favour of the student. The hardship clause must be invoked in writing by the student as soon as possible, but in any event no later than one month after termination of the academic year concerned. The request must be accompanied by supporting documentation. The Student Services Director will decide on the request within six weeks. Before the Student Services Director makes a decision, the student will be given the opportunity to be heard, and the Faculty Board of the faculty concerned and/or student counsellor will be asked for a recommendation.
2. A student can invoke for the hardship clause due to exceptional circumstances, which will be judged by the Faculty Board, if he or she wants to be admitted to a Master’s programme before a Bachelor’s degree is obtained. The procedure is explained in Annex VII.

IX. Remaining provisions

Article 16. COMPENSATION IN CASE OF UNAUTHORIZED PARTICIPATION IN EDUCATIONAL ACTIVITIES

1. If a student has utilized educational or examination facilities without being registered, he/she will be informed by registered letter that he/she owes the university compensation in the amount of one-twelfth of the institutional tuition fee for each month in which a programme was pursued or interim examinations were taken, to be paid within 14 days after the letter is sent.
2. The Student Services Director will be responsible for implementing the provisions concerning the collection of compensation for unauthorized participation in programmes.

Article 17. CENTRAL REGISTER OF REGISTRATIONS

1. The Student Services Director will be responsible for providing information to Bron HO.
2. The Student Services Director will be responsible for obtaining information from Bron HO.

Article 18. FURNISHING INFORMATION CONCERNING REGISTRATION

Information concerning registration will be furnished solely in accordance with the Wet bescherming persoonsgegevens [Data Protection Act].

Article 19. REGISTRATION AS A SECONDARY SUBJECT STUDENT

1. A student who, in connection with a study programme at another university, wishes to take one or more study components at Vrije Universiteit Amsterdam, must submit a request through the Student Portal.
2. The request must include:
   a. a statement from the Examination Board of the first programme that the subject will be taken as part of that programme;
   b. a proof of tuition fee payment (BBC) from the institution of initial registration showing that the tuition fee has been paid.
3. The Faculty Board at Vrije Universiteit Amsterdam of the programme concerned must certify that it does not object to the student being registered as a secondary subject student.
4. Registration as a secondary subject student at Vrije Universiteit Amsterdam may be denied based on capacity and/or deficiency in the student’s prior knowledge.

Article 20. PERIOD OF VALIDITY

These Regulations will apply to the 2017-2018 academic year, unless the legal basis for parts of the Regulations changes or ceases to apply, in which case the Regulations will be adapted accordingly.

Adopted by the Executive Board on 13 December 2016
Annexes

I. Payment of the Statutory Tuition Fee
II. Programmes provided by Vrije Universiteit Amsterdam together with the University of Amsterdam and the Protestant Theological University involving shared facilities
III. Protocol for Collection of Tuition Fees
IV. Provisions for pre-Master’s programmes
V. Programme’s with a special characteristic: AUC and PPE
VI. International Office Services
VII. Framework regulations for the Hardship clause of the Bachelor’s-before-Master’s rule (harde knip)
VIII. Programmes with an additional start date on 1 February 2018
IX. Matching guidelines
X Selection and Placement Regulations
Annex I  Payment of the Statutory Tuition Fee

The statutory tuition fee applies to students who meet the so-called nationality requirement (see below) and students who – as is shown by the Bron HO register – are taking an initial Bachelor’s and/or Master’s programme and have not yet obtained a Bachelor’s or Master’s degree at a government-funded institution.

Nationality requirement:
– Dutch nationals
– Nationals of one of the other EU Member States (Belgium, Bulgaria, Croatia, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, the Czech Republic, the United Kingdom, and Sweden);
– Nationals of one of the EEA countries, insofar as these are not EU Member States: Liechtenstein, Norway and Iceland;
– Subject to conditions: nationals of Turkey pursuant to Decision 1/80 of the EC-Turkey Association Council (children of workers or former workers living in a member state where they work or have worked);
– Swiss nationals;
– Nationals of Surinam.

The following persons also qualify for payment of the statutory tuition fee, as mentioned in Article 3 Besluit Studiefinanciering 2000:
– aliens who are solely lawfully residing here based on an asylum residency permit for a definite period of time / type III (Article 28, Vreemdelingenwet (Vw) [Dutch Aliens Act]);
– aliens who are solely lawfully residing here based on an asylum residency permit for an indefinite period of time / type IV (Article 33, Vw);
– aliens who are solely lawfully residing here based on a normal residency permit for an indefinite period of time / type II (Article 20, Vw 2000).
– The foreign nationals who reside here solely lawfully on the ground of a regular fixed-term residence permit/type I (Article 14, Vw 2000), in respect of whom the reverse side of the residence document indicates that the purpose of the residence is:
  o single minor foreign national;
  o residence for adoption or as a foster child;
  o return admission;
  o residence as a foreign national who cannot leave the Netherlands through no fault of his own on the ground of the ministerial Decree in respect of the prosecution of human trafficking (B9);
  o the 2007 extraordinary provision (general pardon)
  o related to temporary humanitarian grounds or related non-humanitarian grounds;
  o children’s amnesty;
  o continued residence as a result of one of the foregoing restrictions;
  o on the ground of Aliens Act Implementation Guidelines B2 (Vreemdelingencirculaire B2);
  o on the ground of Article 8 of the European Convention for the Protection of Human Rights and Fundamental Freedoms;
– Also eligible for payment of the statutory tuition fee, are the foreign nationals who reside here solely lawfully on the ground of a regular fixed-term residence permit/type I (Article 14 of the Vreemdelingenwet 2000 (Vw) [Dutch Aliens Act of 2000]), whose purpose of the residence is (see ‘Details’ on the reverse side of the residence document):
  o residence in connection with family reunification (including residence with the partner);
  o addition to the family;
  o residence with a family member;
  o residence with a national of the Union;

AND in the context of which the person with whom such a person resides and who is named on the permit as:
  o a Dutch citizen; or
o the holder of a type II, III or IV permit; or
o the holder of a type I permit with one of the following restrictions:
  ▪ residence in connection with family reunification (including residence with the partner);
  ▪ addition to the family;
  ▪ residence with a family member;
  ▪ single minor foreign national;
  ▪ residence for adoption or as a foster child;
  ▪ return admission;
  ▪ residence as a foreign national who cannot leave the Netherlands through no fault of his
    own;
  ▪ on the ground of a ministerial Decree;
  ▪ prosecution of human trafficking (B9)
  ▪ the 2007 extraordinary provision (general pardon);
  ▪ related to temporary humanitarian grounds or related non-humanitarian grounds;
  ▪ children’s amnesty;
  ▪ continued residence as a result of one of the foregoing restrictions;
  ▪ on the ground of Aliens Act Implementation Guidelines B2;
  ▪ on the ground of Article 8 of the European Convention for the Protection of Human
    Rights and Fundamental Freedoms

Other situations
Non-EEA students participating in an Erasmus Mundus programme, i.e. Neurasmus, Atosim, GSmart
or Euroweb, will be eligible to pay an institutional fee equal to the statutory tuition fee.

Students who are third-country nationals – a country from outside the EU – and have been granted
long-term resident status (permanent residence permit) in another EU member state will be treated as
Dutch nationals if they receive a residence permit in the Netherlands (residence document ‘Duurzaam
verblijf Burgers van de Unie’ or an endorsement ‘EG-langdurig ingezetene’ in the passport). If they
meet the conditions that also apply to Dutch students, then they will be eligible for the statutory tuition
fee.

Finally, some aliens may be awaiting a decision on a request to grant or extend a residency permit.
These aliens may also pay the statutory rate if they already receive student financing (Article 3, part e
BSF 2000) or if they have previously received an allowance (in accordance with WTOS) (Article 3,
part f BSF 2000) or if they are entitled to payment under the new student finance system
(studievoorschot).
Aliens must fall into one of the final two categories in accordance with details provided by DUO.

UAF refugees:
The statutory tuition fee applies to students whose tuition fee is paid for by the UAF.
Annex II  Programmes provided by Vrije Universiteit Amsterdam together with the University of Amsterdam and Protestant Theological University involving shared facilities

Formal joint degrees (jd)
- Amsterdam University College (jd with UvA)
- Bachelor’s in Physics and Astronomy (jd with UvA)
- Bachelor’s in Chemistry (jd with UvA)
- Bachelor Theology (jd with PthU)
- Master’s in Business in Society (jd with UvA)
- Master’s in Chemistry (jd with UvA)
- Master’s in Computer Science (jd with UvA)
- Master’s in Computational Science (jd with UvA)
- Master’s in Entrepreneurship (jd with UvA)
- Master’s in Physics and Astronomy (jd with UvA)

Different forms of cooperation with the University of Amsterdam
- Bachelor’s in Information, Multimedia and Management
- Bachelor’s in Physics and Astronomy
- Bachelor’s in Chemistry
- Bachelor’s in Dentistry*
- Bachelor’s in Mathematics
- Master’s in Archaeology (60 credits)
- Master’s in Archaeology (120 credits / research)**
- Master’s in Artificial Intelligence
- Master’s in Bio-informatics and Systems Biology
- Master’s in Chemistry
- Master’s in Classic and Ancient Civilizations (60 credits)
- Master’s in Classic and Ancient Civilizations (120 credits / research)
- Master’s in Computer Science
- Master’s in Ecology
- Master’s in Heritage Studies (sandwich / museum curator)
- Master’s in Information Sciences
- Master’s in Mathematics
- Master’s in Medical Natural Sciences
- Master’s in Physics
- Master’s in Stochastic and Financial Mathematics
- Master’s in Dentistry*
- Pre-Master’s in Physics

* The Bachelor’s and Master’s Dentistry are jointly offered by the VU and UvA. Due to administrative reasons, UvA students are registered in the administration of the VU.

** The research Master’s in Archaeology is not offered at Vrije Universiteit Amsterdam. UvA students only follow a part of the curriculum at Vrije Universiteit Amsterdam.
Annex III  Protocol for Collection of Tuition Fees

The student may register after the tuition fee owed has been paid.

1. The tuition fees must be paid by:
   a. providing irrevocable (digital) direct debit authorization for payment in a lump sum of the amount owed;
   b. providing irrevocable (digital) direct debit authorization for payment in five instalments of the amount owed. Administrative costs in the amount of € 24,- will be charged in this case.

2. Before the academic year starts, Vrije Universiteit Amsterdam will announce on or from which date the tuition fee will be collected. Collection will occur as much as possible on the dates on which the student grant is paid.

3. By providing direct debit authorization, the debtor declares that he/she will have a sufficient balance available on the dates mentioned by Vrije Universiteit Amsterdam to pay the amounts to be collected.

4. If the authorization is cancelled, Student Administration will immediately inform the student that his/her registration will be cancelled by virtue, effective from the first day of the third month following the collection date.

5. If the student wishes to remain registered, he/she will be given the opportunity to pay the entire remaining amount owed for the remaining portion of the academic year within 28 days. Failure to do so will result in termination of the registration by Student Administration.

6. If registration is terminated as referred to in Article 13 of this regulation – and thereby all facilities, such as the VU account –, the debtor himself/herself will be responsible for promptly terminating his/her study grant and public transport pass, and the debtor will also be responsible for any damage or penalty ensuing from his/her failure to do so. Study results obtained after the date on which the student’s registration is terminated will become invalid.

7. Termination of registration will not affect Vrije Universiteit Amsterdam's right to demand compensation from the debtor pursuant to Article 15.2, WHW, for education wrongly received, as well as to report the matter to the police for purposes of criminal prosecution pursuant to Article 15.3, WHW.

8. The costs which Vrije Universiteit Amsterdam incurs to collect a debt will be recovered from the debtor.

9. In the decision on terminating registration, the opportunity to file a notice of objection within six weeks will be made clear to the debtor. If the notice of objection is denied, the matter may be appealed to the Higher Education Appeals Tribunal in The Hague, the Netherlands, on payment of filing fees.

10. The filing of a notice of objection will not suspend the termination of the registration.

11. After filing an objection, if the student is given the opportunity to re-register, then he/she must pay the entire remaining amount owed for the remaining portion of the academic year.
Annex IV  Provisions for pre-Master’s programmes  
General provisions applying to pre-Master’s students 2017-2018

Article 1. GENERAL PROVISIONS

1. 
   a. faculty: the faculty providing the Master’s programme that the applicant wishes to pursue.
   b. applicant: the person with an HBO [university of applied science] or WO [university education] Bachelor’s degree wanting to take a Master’s programme at Vrije Universiteit Amsterdam but not yet satisfying the admission requirements.
   c. EC (European Credit Points): credits, in accordance with the European Credit Transfer System.
   d. pre-Master’s student: the student registered for a pre-Master’s programme at Vrije Universiteit Amsterdam.
   e. Pre-master’s programme: the programme that the pre-Master’s student is taking in preparation for the Master’s programme.

2. These regulations apply to all pre-Master’s students participating in a pre-Master’s programme as from 1 September 2017.

Article 2. REGISTRATION AND ASSESSMENT REGARDING ADMISSION TO THE PRE-MASTER’S PROGRAMME

1. Students must register for pre-Master’s programmes via Studielink up to and including 31 May 2017.

2. The faculty will inform the applicant of any prior educational requirements for admission to the pre-Master’s programme in a timely fashion. These requirements are derived from the admission requirements for the Master’s programme. The criteria governing the prior education requirements on which applicants will be assessed will be published on the faculty website.

3. The faculty assesses by means of an assessment whether and to what degree the applicant meets the admission requirements of the pre-Master's programme. The assessment will be conducted by the university or by another institution or organization. If the university is to conduct the assessment, then the university will also set the date of the assessment and inform the applicant in a timely fashion. The applicant must apply before the deadline in order to take part in the assessment.

4. Following application for the assessment by the university, the applicant is required to pay all associated costs in advance. Refunds are not possible.

Article 3. COMPOSITION OF PROGRAMME

1. The pre-Master's programme will comprise 30 credits, unless the assessment indicates that a shorter programme will be sufficient or that a longer programme will be required. If the pre-Master’s student is to take a programme that is less than or greater than 30 credits, then the student will be notified of the prescribed programme in writing.

2. The pre-Master’s student is to take a programme in accordance with the results of the assessment for admission. Bases Based on the pre-Master’s registration, the pre-Master’s student will not have access to any other educational facilities at Vrije Universiteit Amsterdam.

3. In exception to section 2, a pre-Master’s student will be entitled to participate in additional programmes if he/she satisfies the following provisions:
   a. the pre-Master’s student must submit an application for additional education in writing to the Faculty Board well before the start date of the programme concerned;
   b. the pre-Master’s student must prove that he/she has the required prior knowledge;

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2 The regulations do not apply to programmes in the Faculties of Medicine (VUMc) and Dentistry (ACTA). The Faculty of Law has its own regulations.
3 With the exception of pre-Master’s programmes in the Faculty of Economics and Business Administration, which start on 1 February 2018. Apply by 31 January 2018 at the latest.
4 Deficiencies can be detected in a variety of ways, for example in an assessment or via a general review of the applicant’s prior education.
5 e.g. a TOEFL test or GMAT
Application and registration regulation 2017-2018

c. the Faculty Board has no objections to the student taking part in additional educational activities and
d. the pre-Master’s student must have paid per credit for the programme components he/she wishes to take outside the set pre-Master’s programme.

4. The faculty concerned is responsible for collecting the costs of additional educational activities.

Article 4. REGISTRATION

1. To register for a pre-Master’s programme, the student will need a degree certificate from an HBO or WO Bachelor’s programme recognized by the faculty. The faculty will also decide whether the student also requires a positive assessment. The faculty will issue a letter of acceptance on the basis of the degree certificate and (if required) the positive assessment. Students may only register for the pre-Master’s programme in the academic year following the academic year in which the letter of acceptance was issued.
2. Students must register for the pre-Master’s programme via Studielink by 31 August 2017 at the latest. Registration on or after 1 September is not allowed. Retroactive registration is not possible.
3. Pre-Master’s students will be registered in a Bachelor’s programme for administrative reasons.
4. Once registered for a pre-Master’s programme, the pre-Master’s student will be obliged to pay the fees for said programme. Fees will not be refunded under any circumstances.

Article 5. FEES

1. The fee for an assessment at Vrije Universiteit Amsterdam is € 110,- (2017 - 2018). Applicants will be informed about the fees for other types of assessments, or assessments administered at other institutes or organizations, before they register for the assessment.
2. Pre-Master’s students pay a pre-Master’s fee equal to 50% of the statutory tuition fee (€ 1003,-) for a pre-Master’s programme of a maximum of 30 credits.
3. Pre-Master’s students taking a programme of more than 30 credits will pay € 1003,- increased by € 34,- per additional credit above the standard 30 credits.
4. A pre-Master’s student may only take a pre-Master’s programme once.
5. A pre-Master’s student will not be exempt from paying the fees, even if he/she has already paid tuition fees at Vrije Universiteit Amsterdam or another institute of higher education in the same academic year.

Article 6. PERIOD OF VALIDITY, STUDY RESULTS AND PRE-MASTER’S ASSESSMENT

1. Study results will remain valid until 1 September 2018.

2. In exception to section 1, study results of the pre-Master’s programme from the two-year teacher training programme (part-time) will remain valid during two years, if the student meets the following requirements: (1) the student follows a programme set by the admission committee that is larger than the 30 credits of the regular education pre-Master, (2) the student has earned at least 30 credits by the end of the first academic year of the pre-Master’s programme and (3) the student also works in education throughout the whole pre-Master’s programme.

Article 7. FACILITIES
Pre-Master’s students are entitled to use the same facilities as all other students at Vrije Universiteit Amsterdam.

Article 8. PUBLICATION
The Faculty Board will ensure that this regulation is properly published.

Article 9. ENTRY INTO FORCE
This regulation will enter into force on 13 December 2016.

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6 for example in connection with capacity
7 With the exception of pre-Master’s programmes in the Faculty of Economics and Business Administration, which start on 1 February. Last date for registering is 31 January 2018.
Annex V  Programme’s with a special characteristic

Amsterdam University College (AUC) and Philosophy, Politics and Economics (PPE)

Admission Amsterdam University College (AUC)

Students are in principle eligible for admission to the programme on the basis of a secondary school diploma (Dutch VWO or equivalent, including the International Baccalaureate).

Actual admission will depend on the student’s:

1. academic excellence: students must demonstrate their ability to meet the academic demands of the programme*
2. level of proficiency in English (You are an English native speaker who has been educated in English (from, for example, UK, Ireland, USA, Canada, Australia or New Zealand and educated in one of these countries).
   - Your diploma that qualifies you to enter higher education was completely taught in English (please note this does not include the European Baccalaureate or French OIB (British or American version) or,
   - You have a recent TOEFL score (internet-based) of 100 or higher or,
   - You have a recent IELTS score of at least 7.0 overall (with at least 7 in each of the four components) or,
   - You have a Cambridge Certificate of Advanced English (CAE) at grade A or,
   - You have a Cambridge Certificate for Proficiency in English (CPE) at grade C or higher.
3. VWO mathematics A or B or equivalent (IB: math SL or HL);
4. motivation and ambition to study an intensive and broad programme;
5. commitment to contribute to AUC’s international student and campus life.

A student’s grade point average (GPA) will be used as an indicator of his/her academic excellence, and will be taken into consideration alongside the student’s interests and motivation as expressed in their CV and submitted statement of purpose. Motivated students who feel that their academic ability is not accurately reflected in their GPA will be encouraged to address this point in their application.

* Average secondary school GPA of ≥ 3.0 (≥7.5 in the Dutch system, ≥ 5 for IB (or 34 points), ≥ 10 for Abitur)

See http://www.auc.nl/downloads

ACADEMIC STANDARDS AND PROCEDURES

Fees (in euro per year) AUC

Dutch and EU/EEA students
Tuition fee: € 4.251,-

Non EU/EEA student and students who already obtained a bachelor’s degree in the Netherlands:
Tuition fee: € 11.842,-
Admission Philosophy, Politics and Economics (PPE):
1. The primary admission criteria consist of the formal admission requirements as established in the law: the possession of a Dutch VWO diploma or equivalent thereof with Mathematics at A or B level (or other examination results which prove that the student has achieved this level), with an average secondary school GPA of at least 75 % of the highest possible mark. Admission to the PPE programme will be selective. Students with the following grade point average will be selected:
   - Dutch VWO: ≥ 7.0
   - German Abitur: ≥ 10 or at least 2,0
   - France: Diplome du Baccalauréat Général ≥ 12
   - USA: ≥ B+ incl. 4 AP certificates with grade 3 in Calculus and Statistics grade 3 or one to two years of College
   - IB: average ≥ 5, or ≥ 31 points (including math SL or HL)
   - UK: GPA B (or B grades plus at most one C), incl. math A-level with a minimum grade D

Other selection criteria are academic potential, merit, diversity and motivation.

2. The minimum English language proficiency requirements for admission to the PPE programme at Vrije Universiteit Amsterdam are:
   - IELTS (academic): 7.0 (with at least 6.5 for each of the four components).
   - TOEFL iBT: 100 (minimum 22 for each component)
   - TOEFL paper-based test: 600
   - Cambridge Certificate in Advanced English (CAE): grade A or B
   - Cambridge Certificate for Proficiency in English (CPE): grade C or higher

Exceptions to the English Language Proficiency requirement are made to those applicants who have completed their secondary education in Canada, USA, UK, Ireland, New Zealand or Australia.

Admission

Application deadlines are:

1 April: Non EU/EEA-applicants. Late-applicants will be put on a waiting list. The admission board decides in May if these applicants can still be considered for admission or not.

1 May: EU/EEA and Dutch candidates.

Fees (in euro per year) PPE

Dutch and EU/EEA students
Tuition fee: € 4.050,-

Non EU/EEA student and students who already obtained a bachelor’s degree in the Netherlands:
Tuition fee: € 11.100,-
Annex VI  International Office Services
1. Students who are not a national of the Netherlands and who apply for an English-taught programme and who have a non-Dutch diploma, can use the services of the International Office (mainly for assistance with the visa application procedures and housing) if they apply for a programme before 1 April. These students pay a non-refundable application fee of € 100,-.
2. If a student as referred to in Article 1 also wishes to avail themselves of a grant (www.vu.nl/scholarships), then they should apply before 1 February for both the grant and the study programme.
ANNEX VII  Framework regulations for the Hardship clause of the Bachelor’s-before-Master’s rule (harde knip)

A student of Vrije Universiteit Amsterdam who has not fully completed his/her Bachelor’s programme on 31 August 2017 will not be admitted to the Master’s programme. Only if there are exceptional and personal reasons for the study delay (see below), a student will be allowed to invoke the hardship clause, incorporated into Article 15 of the Application and Registration Regulation 2017-2018, and be provisionally admitted to the Master’s programme.

1. The student must file his/her request in writing to the Faculty Board through the admissions board of the Master’s programme by 31 July 2017, citing highly exceptional and personal reasons for being provisionally admitted to the Master’s programme.

2. The request must be accompanied by supporting documentation, demonstrating that the student reported the circumstances that applied during said period to the study advisor (of the Bachelor’s programme in question) or student counsellor, along with a study plan for 2017-2018 drawn up by the student and approved and considered feasible by the study advisor (of the Master’s programme in question).

3. The request must also be supported by documentation proving the personal and exceptional circumstances.

4. The student may not have been provisionally admitted to the Master’s programme in the 2016-2017 academic year.

The Faculty Board will make a decision on the request by the end of August 2017. Approval of provisional admission will only follow if:

1. The request has been submitted in full and on or before 31 July 2017.

2. The personal and exceptional circumstances (namely if the applicant has a serious and/or lengthy illness, a physical, sensory or other functional disorder, becomes pregnant, is faced with an exceptional family situation) are of a nature, duration and intensity that prove a causal relationship with the study delay and inability to complete the Bachelor’s programme in time.

3. The student has completed a minimum of the following components in the Bachelor’s programme:
   a. programme components belonging to the first and second year of the curriculum;
   b. the compulsory programme components from the third-year curriculum;
   c. the final Bachelor’s thesis or the equivalent compulsory component.

4. The student can show that he/she took advantage of all the examination opportunities provided for the other (i.e. non completed) programme components or was unable to do so on account of the circumstances specified in 2.

5. [The student has obtained a minimum of 168/174 credits from the Bachelor’s programme.]

6. The study plan shows that the student will complete the remaining components in the Bachelor’s programme at the first opportunity.

7. The study plan is realistic and feasible and it can be demonstrated that the student can participate successfully in the Master’s programme while simultaneously completing the unfinished Bachelor’s components.

If the Faculty Board grants provisional admission to the Master’s programme on account of personal and exceptional circumstances as from 1 September 2017, the following conditions will be imposed: provisional admission to the Master’s programme will be restricted to the deadline for meeting the Bachelor’s obligations as stated in the study plan. Permission for provisional admission will only be valid for a maximum of one year.

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8 This is a Bachelor’s programme comprising 180 credits, not a premaster
Annex VIII  

Programmes with an additional start date on 1 February 2018

- Part-time Master's in Accounting en Control
- Teacher training programmes
- Master's in Law
- Master’s in Tax Law
- Master Computer Science (joint degree)
- Master’s in Dentistry
- Master’s in Chemistry (joint degree)
- Master Drugs Discovery and Safety
- Master’s in Business Analytics
- Master’s in Mathematics
- Master’s in Stochastics and Financial Mathematics

The Master’s in Medicine offers 12 start dates each year.
Annex IX  

Matching guidelines

The VU Matching Programme consists of a university regulation (present) and a faculty regulation, which can be found on the websites of the individual faculties.

VU MATCHING PROGRAMME REGULATIONS

1. Definition
   a. Prospective student: applicant who wishes to register for the first time in the first year of a Bachelor’s programme at Vrije Universiteit Amsterdam.
   b. VU Matching Programme: all activities offered by the university to help prospective students find the right programme of study for them.

2. Help in choosing a programme of study
   1. The VU-Matching Programme is composed of a) a digital matching questionnaire, and b) a programme-specific matching activity.
   2. Prospective students who are living in Aruba, Curaçao, Sint Maarten, Bonaire, Sint Eustatius or Saba only need to fill in the questionnaire.
   3. Prospective students are to register in Studielink from 1 October prior to the academic year to 1 September of the following year.
   4. Following Studielink registration, prospective students will be directed to the digital matching questionnaire.
   5. Completing the questionnaire will result in an automatically generated recommendation which will be sent to the prospective student as an electronic message immediately after completing the questionnaire.
   6. This regulation does not apply to prospective students:
      1) with a foreign prior education,
      2) who have applied to a limited enrolment programme,
      3) who are seeking admission based on a university entrance examination (colloquium doctum) in accordance with Article 7.29 of the WHW,
      4) who register after 1 May if they demonstrate they have received a negative recommendation on continuation of studies (BSA) from a different programme after 1 May of the same calendar year. The prospective student will take part in activities, if they are offered by the Faculty after the application of the student.

3. Registration before 1 May
   1. Prospective students who register by 1 May at the latest shall be entitled to admission to the programme of their choice, once the digital matching questionnaire has been completed.
   2. In exception to section 1, the Faculty Board responsible for the programme in question may also require the student to take part in the programme-specific matching activity in addition to completing the digital matching questionnaire. Eligibility for admission to the programme will be granted following completion of the programme-specific matching activity.
   3. The Faculty Board responsible for the prospective student’s programme of choice will invite the prospective student to participate in the programme-specific matching activity.

4. Registration after 1 May
   1. If the prospective student, other than referred to in Article 2 section 6 sub 4, registers for the first time in higher education after 1 May, then the faculty will determine whether the prospective student will be eligible for admission to the relevant programme.

5. The programme-specific matching activity
   1. The programme will offer an activity at least once per year.
   2. The matching activity is designed to give prospective students an insight into the demands of the programme.
   3. Each faculty will publish a webpage showing the date of the matching activity and further information on the activity.
6. Request to deviate from the programme-specific matching activity
A student who cannot participate in the matching activity because of circumstances beyond his/her control may submit a substantiated request to the admission board of the study programme concerned, to prove his/her eligibility for the programme in another way.

7. Appeal
If denied admission, the prospective student may lodge an appeal with the Executive Board within six weeks of publication of the decision. The appeal must include justification and supporting evidence must be provided.

Annex X    Selection and Placement Rules

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9 c/o BJZ, De Boelelaan 1105, 1081 HV Amsterdam. If necessary, the appellant shall be heard by the Disputes Committee, after which the Executive Board will take its final decision.
The Selection and Placement Rules comprise:

1. Selection criteria and procedure for Bachelor’s programmes

   1.1. Geneeskunde
   1.2. Tandheelkunde
   1.3. Criminologie
   1.4. International Business Administration

2. Selection and Placement implementing rules 2017-2018

Determination of selection criteria and procedure after advice obtained from University Student Council: 12 July 2016
Determination of Selection and Placement implementing rules: 10 May 2016

PREAMBLE

On the basis of article 7.53, paragraph 3, of the Higher Education and Research Act (WHW) Vrije Universiteit Amsterdam (VU) determines the present Rules with regard to the design and implementation of selection for programmes with limited capacity. These Rules are a more detailed specification of Section 7 of the HERA and the Rules on Enrolment and Admission in Higher Education (RATHO) and apply without prejudice to the provisions herein.

VU Amsterdam is committed to a fair, transparent and careful selection procedure and aims to implement the selection process accordingly. To select candidates VU uses at least two qualitative selection criteria aimed at optimally predicting academic success in the respective programme and in (the) profession(s) for which the student is trained.

In its selection process, VU takes account of the interests of prospective students from public institutions in Bonaire, Sint Eustatius and Saba and of Aruba, Curaçao and Sint Maarten respectively. VU also monitors the equal treatment of all candidates.
1. Selection criteria and procedure for Bachelor’s programmes

1.1. Geneeskunde

**Vooraf**
- **Maximum aantal deelnamepogingen:** een kandidaat kan bij VUmc School of Medical Sciences (met ingang van de selectie 2015-2016) maximaal tweemaal deelnemen aan de decentrale selectie.
- **Historische deelnames:** indien de kandidaat die deelneemt aan de selectieprocedure er niet in slaagt een diploma te behalen, zal de poging op decentraal niveau worden meegeteld (zie artikel 5 van de uitvoeringsregeling). De kandidaat behoudt, indien hiertoe correct is verzocht, de landelijke hoeveelheid selectiepogingen voor de opleiding Geneeskunde, maar is één van de twee selectiepogingen voor de opleiding Geneeskunde aan de VU kwijt.

**Opzet selectieprocedure**
Er wordt onderscheid gemaakt in:
- selectie via **Track A:** 70 % van de opleidingsplaatsen
- selectie via **Track B:** 30% van de opleidingsplaatsen

De indeling in Track A en Track B komt tot stand door de kandidaten in te delen op basis van de wijze waarop zij de vooropleiding behalen of reeds hebben behaald. De selectieprocedures van beide tracks komen overeen. Kandidaten zullen binnen hun track met elkaar worden vergeleken.

**Selectie via Track A**
**Track A:** deelname aan deze track van de decentrale selectie van VUmc School of Medical Sciences is alleen mogelijk voor kandidaten die **voltijds** in hun eindexamenjaar van het vwo zitten (2016-2017) en het juiste profiel hebben om geneeskunde te kunnen studeren:
- profiel Natuur en Techniek **met** biologie
- profiel Natuur en Gezondheid **met** natuurkunde.

De primaire selectie vindt plaats op basis van de volgende criteria:
- voltijds 6 vwo volgen en examen doen in het schooljaar 2016-2017 in één van de twee vereiste profielen;
- cijfers overgangsrapport 5 vwo (van schooljaar 2015-2016);
- affiniteit met hulpverlening/gezondheidszorg;
- bestuurlijke en organisatorische ervaring;
- bijzondere prestaties.
Selectieprocedure Track A
Kandidaten sturen een inschrijfformulier in samen met bijbehorende bewijsstukken, zoals getuigschriften en referenties. Uit de ingezonden formulieren selecteert VUmc School of Medical Sciences kandidaten voor de tweede fase van de selectieprocedure (maximaal 350 kandidaten).
In de tweede fase van de selectie worden de deelnemers door middel van cognitieve toetsing getest op studievaardigheden die noodzakelijk zijn om de opleiding geneeskunde met succes te kunnen volgen. Bij Track A wordt een ranking van de kandidaten opgesteld op basis van de resultaten van beide fasen van de selectieprocedure.

Selectiecriteria via Track B
Track B: deelname aan deze track van de decentrale selectie van VUmc School of Medical Sciences is mogelijk voor alle kandidaten die niet onder Track A vallen, maar wel uiterlijk 15 juli 2017 aan de toelatingseisen (gaan) voldoen voor de opleiding Geneeskunde.
De primaire selectie vindt plaats op basis van de volgende criteria:
- het uiterlijk 15 juli 2017 volledig hebben voldaan aan de toelatingseisen voor GNK; studie- en/of schoolprestaties (gevolgde vakken en behaalde cijfers) in het huidige en (eventueel) de twee daaraan voorafgaande jaar gevolgde onderwijs;
- affiniteit met hulpverlening/gezondheidszorg;
- bestuurlijke en organisatorische ervaring;
- bijzondere prestaties.

Selectieprocedure Track B
Kandidaten sturen een inschrijfformulier in samen met bijbehorende bewijsstukken zoals getuigschriften en referenties. Uit de ingezonden formulieren selecteert VUmc School of Medical Sciences kandidaten voor de tweede fase van de selectieprocedure (maximaal 200 kandidaten).
In de tweede fase van de selectie worden de deelnemers door middel van cognitieve toetsing getest op studievaardigheden die noodzakelijk zijn om de opleiding geneeskunde met succes te kunnen volgen. Bij Track B wordt een ranking van de kandidaten opgesteld op basis van de resultaten van beide fasen van de selectieprocedure.

1.2. Tandheelkunde (ACTA)
Vooraf
- Onderverdeling opleidingsplaatsen VU en UvA: de opleiding Tandheelkunde wordt door de Universiteit van Amsterdam (UvA) en de VU gezamenlijk verzorgd. Kandidaten dienen zich aan te melden bij één van beide universiteiten. Via de UvA is 55% van de opleidingsplaatsen beschikbaar, via de VU 45%. Ondanks dat er sprake is van één opleiding bij ACTA en één procedure voor de decentrale selectie, worden voor UvA en VU aparte lijsten met rangordenummers opgesteld
- Maximum aantal deelnamepogingen: een kandidaat kan in totaal maximaal tweemaal deelnemen aan de decentrale selectie voor Tandheelkunde; één maal via de UvA en één maal via de VU.
- Historische deelnames: indien de kandidaat die deelneemt aan de selectieprocedure er niet in slaagt een diploma te behalen, zal de poging op decentraal niveau worden meegeteld (zie artikel 5 van de uitvoeringsregeling). De kandidaat behoudt, indien hiertoe correct is verzocht, de landelijke hoeveelheid selectiepogingen voor de opleiding Tandheelkunde, maar de poging om via de VU Tandheelkunde te studeren, is kwijt.

Opzet Selectieprocedure
Er wordt onderscheid gemaakt in:
- selectie via Track A: 70 % van de opleidingsplaatsen
- selectie via Track B: 30% van de opleidingsplaatsen
De indeling in Track A en Track B komt tot stand door de kandidaten in te delen op basis van de wijze waarop zij de vooropleiding behalen of reeds hebben behaald. De criteria om mee te doen aan de selectie bij ACTA zijn dezelfde als de toelatingseisen voor de studie tandheelkunde bij ACTA; de
kandidaten moeten aannemelijka doen dat zij uiterlijk 15 juli 2017 aan de toelatingseisen kunnen voldoen. Bij uitzondering kan, op verzoek van de kandidaat, bijvoorbeeld bij een herexamen voor het staatsexamen, de datum 31 augustus gehanteerd worden; dit verzoek moet uiterlijk 15 juli kenbaar worden gemaakt.

Selectiecriteria voor zowel Track A als Track B

1. Motivatie.
   Bij motivatie wordt in de procedure in eerste instantie gekeken naar onderstaande twee indicatoren:
   a. Aantoonbare oriëntatie op de opleiding tandheelkunde bij ACTA, door deelname aan het zogenaamde proefstuderen.10
   b. Aantoonbare oriëntatie op het vakgebied tandheelkunde; van de kandidaat wordt verwacht dat deze tenminste één dag heeft meegelopen in een tandartspraktijk.

2. Schoolcijfers
   Bij kandidaten die al hun vwo diploma hebben tellen de eindexamencijfers; bij andere kandidaten wordt gekeken naar het overgangsrapport 5 – 6 vwo. Dit wordt op de onderstaande wijze meegewogen;
   a. Kandidaten met tenminste gemiddeld een 7½ voor de zes verplichte vwo vakken (Nederlands, Engels, Wiskunde, Natuurkunde, Scheikunde en Biologie) en aantoonbare motivatie krijgen de laagste rangnummers als zij aan de overige voorwaarden van de selectieprocedure voldoen;
   b. Ook schoolcijfers lager dan 7½ zijn van belang; in de uiteindelijke selectie wordt het algehele gemiddeld cijfer zwaar meegeteld.

3. Curriculum vitae.
   Hierbij wordt gekeken naar ondergenoemde extra-curriculaire activiteiten:
   a. Betrokkenheid bij hulpverlening in de breedste zin;
   b. Bestuurlijke en organisatorische ervaring;
   c. Bijzondere prestaties;
   d. Nadere motivatie

4. Relevante toetsen.
   Er worden drie voor de studie en het vakgebied relevante toetsen afgenomen:
   a. Een biomedische toets, relevant voor de studie tandheelkunde
   b. Een toets gericht op sociale intelligentie en communicatie
   c. Een toets gericht op taalvaardigheid, cijfermatig inzicht en/of ruimtelijk inzicht.

Normering Selectieprocedure

Voor het toekennen van de rangordenummers worden de volgende twee groepen onderscheiden, waarbij eerst groep I een nummer krijgt, daarna groep II.

I. Alle kandidaten die tenminste een 7 ½ als gemiddeld vwo schoolcijfer hebben voor de 6 verplichte vakken, die meegedaan hebben aan de toetsdag, die de drie toetsen gemiddeld met tenminste een voldoende hebben afgesloten en die aantoonbare oriëntatie op het vakgebied en de studie en aantoonbare motivatie hebben. Het rangnummer wordt bepaald op basis van de resultaten van de toetsen en het persoonlijk dossier.

II. Alle overige kandidaten die meegedaan hebben aan de toetsdag. Het rangnummer wordt bepaald op basis van de resultaten van de toetsen en het persoonlijk dossier.

10 Wanneer het voor iemand niet mogelijk of realistisch is om aan het proefstuderen bij ACTA mee te doen, dan kan de kandidaat in overleg treden met de commissie decentrale selectie van ACTA om te kijken of een oplossing gevonden kan worden.
1.3. Criminologie

Selectiecriteria

Vooraf
- Maximaal aantal deelnamepogingen: een kandidaat kan in totaal maximaal driemaal deelnamen aan de selectie voor de bacheloropleiding Criminologie

Opzet Selectiecriteria
Er zijn 2 selectiecriteria. Beide tellen voor 50% mee.

De selectiecriteria zijn:


2. Selectietoets waarin persoonlijke capaciteiten en vaardigheden in gestandaardiseerde setting worden getoetst, betrekking hebbend op onder andere:
   - Analytisch logische capaciteiten: woordrelaties, analogieën, exclusie, controleren;
   - Specifieke vaardigheden: criminologische/juridische casus, tekstopbouw, getalsmatig/statistisch inzicht;
   - Motivatie: intrinsieke motivatie, prestatiemotivatie, extrinsieke motivatie, zekerheid/vertrouwen;
   - Persoonlijkheid (in relatie tot schoolsituaties/-prestaties): zelfdiscipline, aanpassingsvermogen en flexibiliteit, initiatief, leergierigheid.
1.4. International Business Administration

**Motivation**

The selection for the IBA program applies to 100% of the available 200 places. We distinguish between formal admission criteria (VWO diploma including mathematics A or B or equivalent) and selection criteria.

The criteria for selection for the BSc International Business Administration program at the Faculty of Economics and Business Administration of the VU University Amsterdam are focused on:

a) international experience  
b) performance (Mathematics and English)  
c) motivation.

**Criteria defined**

In order to be selected for the IBA program candidates must be able to meet the primary admission criteria. The primary criteria constitute the formal admission requirements as laid down in law, i.e., the possession of a Dutch VWO-diploma with Mathematics A or B or equivalent thereof. Failing this criterion means that admission can never take place. The selection criteria specify the degree of international education and/or experience, the Mathematics grade, the English grade, and motivation. Formally defined, the criteria are as follows:

2.1 Admission criteria

An education level at least equivalent to Dutch VWO (i.e., a diploma for secondary education that is at least equivalent to VWO\(^{11}\)) with Mathematics A or B (or other examination results which prove that the student has achieved this level).

2.2 Selection criteria

a) **International Experience (max 40 points of 100)**

   Based on international experience, a score will be assigned. More international experience implies a higher score on this selection criterion. International experience can be expressed in terms of international citizenship or substantial time abroad with a clear purpose of educational personal development (e.g., study abroad, internship, job, voluntary work).

b) **Mathematics: A or B at Dutch VWO level or equivalent (max 30 points of 100)**

   Based on the mathematics grade, a score will be assigned. A higher grade implies a higher score on this selection criterion. Based on scoring reference cards from Nuffic and research from the VU International Office, Mathematics grades from different countries can be compared. How grades will be obtained:

   - Still in high school: official end-of-year report of the penultimate\(^{12}\) year of secondary school\(^{13}\) with unrounded grades;
   - Completed secondary school: the official final transcript (grade list) of the final exams;
   - Candidates with a HBO propaedeutic diploma need to upload one of the accepted Math tests before the admission deadline of 15 January. In case of a missing grade, a score of zero will be allocated to this selection criterion.

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\(^{11}\) Examples are international baccalaureate (IB), European baccalaureate (EB), other non-Dutch secondary education diploma at least equivalent to VWO, Dual language VWO diploma (TTO) English & Dutch 4.

\(^{12}\) Penultimate year=the year before your final year

\(^{13}\) VWO applicants who do not receive an official 5 VWO report card (rapport) are to present a clear overview (layout of an official rapport) of their 5 VWO unrounded grades, signed and stamped by their school.
c) English proficiency (max 20 points of 100)
Based on the English grade, a score will be assigned. A higher grade implies a higher score on this selection criterion. Based on the scoring reference cards from Nuffic and research from the VU International Office, English grades from different diplomas can be compared. How grades will be obtained:

Option 1: English at Dutch VWO level or equivalent:
- Still in high school: official end-of-year report of the penultimate year of secondary school with unrounded grades.
- Completed secondary school: the official final transcript (grade list) of the final exams.
- Candidates with a HBO propaedeutic diploma: Complete an accepted English test before the admission deadline of 15 January. In case of a missing grade, a score of zero will be allocated to this selection criterion.

Option 2 (all other students):
Based on your performance of an accepted English test, a score will be assigned. Based on the CEFR levels the different tests can be compared. A higher performance implies a higher score on this selection criterion.

Note that candidates applying for IBA can always opt to replace their grade as stipulated in option 1 with the score of an accepted English test.

The minimum results of an English language test (not older than 2 years before start academic year):
- Academic TOEFL score of 580 (92 ibt)
- IELTS score of 6.5
- Cambridge Proficiency score A, B or C (or level C1)
- Cambridge Advanced English score A, B or C, or equivalent.

d) Motivation (max 10 points of 100)
Motivation is evaluated based on student’s motivation with regard to the program itself (why IBA) and the choice of university (why VU-FEWEB). Motivations can be substantiated by experiences and interests directly related to the program and/or choice of university. References can be provided to support the personal statement.
2. SELECTION AND PLACEMENT IMPLEMENTING RULES
VRIJE UNIVERSITEIT AMSTERDAM

Article 1 Determination of selection criteria

1.1. On the recommendation of the Faculty Board the Executive Board determines the selection criteria for a programme with limited capacity each year, after the relevant advice has been obtained from the University Student Council.

1.2. The selection criteria for the Bachelor’s programmes with limited capacity and the Selection and Placement implementing rules jointly make up the Selection and Placement Rules of Vrije Universiteit Amsterdam.

1.3. The Executive Board determines how many times a candidate may participate in the selection procedure for a programme, up to a maximum of three times.

Article 2 Selection and placement mandate

The director of the Student & Educational Affairs (SEA) department is entrusted with the selection and placement of students on behalf of the Executive Board.

Article 3 Enrolment deadline

3.1. A candidate who wishes to take part in the selection procedure must submit an enrolment request via Studielink no later than 15 January prior to the academic year in which he/she wishes to start the programme.

3.2. A candidate who has not submitted an enrolment request via Studielink by 15 January and still wishes to participate in a selection procedure for a programme at VU must submit a request to the SEA director. This request must be sent by email to studentbalie@vu.nl.

3.3. The SEA director will decide whether the candidate who has submitted such a request will be admitted to the selection procedure after 15 January. In order to be permitted to participate in a selection procedure after 15 January, all of the following conditions must in any event have been met:
   a. the candidate was demonstrably not in a position to submit the enrolment request in time;
   b. the candidate submitted the request as soon as possible after 15 January;
   c. the selection for the programme which the candidate wishes to enrol in has not yet begun;
   d. it would be extremely unfair if participation in the selection were refused.

3.4. A request as referred to in paragraph 2 must be accompanied by one or more supporting documents whereby the candidate demonstrates that he/she was not in a position to submit an enrolment request via Studielink in time.

Article 4 Participation in selection procedure

4.1. A candidate who on 16 January has an active enrolment request for a programme with a selection procedure or who has been admitted to the selection procedure following a request as referred to in article 3, paragraph 2, uses one participation opportunity.

4.2. A candidate who does not participate or participate fully in the selection procedure receives no ranking. The SEA director will reject the candidate's enrolment request. In this case the candidate will have used one participation opportunity.

4.3. The candidate will not use a national participation opportunity if:
   a. The enrolment request for the programme with a selection procedure is withdrawn via Studielink no later than 15 January;
   b. The candidate fails to obtain his/her degree certificate and submits a request in time for the participation opportunity/opportunities to be cancelled, as referred to in article 12 of these Rules.
Article 5  Decentralized counting of historical participation

On the recommendation of the Faculty Board, the Executive Board may decide in respect of a programme as a whole that the selection attempt by a candidate who fails to obtain his/her degree certificate will count as a participation opportunity for the number of selection attempts which the candidate is permitted to make for the respective programme at VU.

Article 6  Verification of personal data

A candidate taking part in a selection procedure must ensure that his/her correct personal data are supplied no later than 31 January, on the basis of which his/her identity can be verified. If the candidate does not comply with this obligation in time, his/her participation in the selection procedure will end. The SEA director will reject the candidate’s enrolment request. The candidate will then have used one participation opportunity.

Article 7  Selection procedure

7.1.  If on 16 January the number of enrolments exceeds the number of available places, selection will take place. The selection procedure will be completed no later than 14 April.

7.2.  If on 16 January the number of enrolments is equal to or lower than the number of available places, matching will take place rather than selection. In this case VU Matching, as described in Annex IX of the current Application and registration regulation, will apply.

Article 8  Selection procedure: result and confirmation of admission

8.1.  Each candidate who took part in the full selection procedure will be notified by the Executive Board of his/her ranking via Studielink on 15 April. In the case of candidates who are eligible for this on the basis of their ranking, the Executive Board will issue confirmation of admission.

8.2.  The candidate must accept the confirmation of admission via Studielink no later than two weeks after the date of receipt. A confirmation of admission not accepted within two weeks after the date of receipt will lapse automatically.

8.3.  If an issued confirmation of admission lapses, the Executive Board will issue a confirmation of admission to the next candidate who is eligible on the basis of his/her ranking and has not yet received a confirmation of admission.

8.4.  If a candidate has not accepted a confirmation of admission in time and still wishes to participate in the respective programme, he/she must submit a request to the SEA director without delay. This request must be sent by email to studentenbalie@vu.nl.

8.5.  The SEA director will take a decision on behalf of the Executive Board on a request as referred to in paragraph 8.4. A request as referred to in paragraph 8.4 may be granted if in any event all of the following conditions have been met:
   a.  the candidate was demonstrably not in a position to accept the confirmation of admission in time;
   b.  the candidate submitted the request as soon as possible after the end of the acceptance period;
   c.  it would be extremely unfair if the request were refused.

8.6.  If a request as referred to in paragraph 8.4 is approved, the candidate will receive confirmation of admission for the academic year following the academic year to which the enrolment request related. The SEA director may derogate from this and decide to issue a confirmation of admission to this candidate for the academic year to which the original enrolment request related.

Article 9  Issuing of confirmations of admission
9.1. The Executive Board will not issue more confirmations of admission than there are places available in the programme with limited capacity.

9.2. The Executive Board will issue confirmations of admission until such time as all available confirmations of admission have been accepted and all candidates have demonstrated that they meet the prerequisites and more detailed prerequisites, as referred to in article 10, or by 15 August at the latest.

9.3. On 15 April the Executive Board will issue ninety-five per cent of the available confirmations of admission for a programme with limited capacity. The remaining five per cent of the available confirmations of admission will be issued at a time to be determined by the SEA director, between 16 April and 15 August.

Article 10 Date of demonstration of prerequisites

10.1. A candidate who is in possession of a confirmation of admission must demonstrate no later than 15 July that he/she meets the prerequisites and more detailed prerequisites. If the candidate does not comply with this obligation, the confirmation of admission will lapse.

10.2. By derogation from paragraph 10.1, the Executive Board may decide at the request of the Faculty Board with regard to a programme with limited capacity that candidates who have a confirmation of admission for this programme must have demonstrated by a later date that they meet the prerequisites and more detailed prerequisites. This date will not be later than 15 August.

10.3. A candidate who receives a confirmation of admission after 15 July must demonstrate no later than two weeks after the date of receipt of the confirmation that he/she meets the prerequisites and more detailed prerequisites. If the candidate does not comply with this obligation, the confirmation of admission will lapse.

10.4. If a candidate cannot comply by 15 July with the obligation to demonstrate that he/she meets the prerequisites and more detailed prerequisites, he/she may submit a substantiated request for deferral to the SEA director. This request must be submitted no later than 15 July. It must be sent by email to studentenbalie@vu.nl. The SEA director may grant the candidate deferral until 31 August at the latest. If the candidate does not demonstrate within the specified period that he/she meets the prerequisites and more detailed prerequisites, the confirmation of admission will lapse.

Article 11 Payment obligation

A candidate who is in possession of a confirmation of admission must comply with the payment obligation via Studielink no later than 15 July. If the candidate does not comply with this obligation, the confirmation of admission will lapse.

Article 12 Candidate fails to obtain degree certificate

12.1. A candidate who fails to obtain his/her degree certificate can submit a request to the SEA director to cancel the participation opportunity/opportunities used in a selection procedure. This request must be sent by email to studentenbalie@vu.nl.

12.2. The candidate must submit a request as referred to in paragraph 1 before 1 September. The request will be dealt with no later than 1 October.

12.3. A candidate who submits a request as referred to in paragraph 1 must at the same time supply documentary evidence showing that he/she has failed.

Article 13 Intake in a higher year

13.1. A candidate who terminates enrolment in a programme after accepting a confirmation of admission and completing the enrolment can enrol in this programme in a higher year in a subsequent academic year.

13.2. A candidate who has accepted a confirmation of admission elsewhere can submit a request to enrol in a higher year in a subsequent academic year. The request must be accompanied by
one or more supporting documents showing that the candidate has at least met the requirements for a positive recommendation on continuation of studies for the same or a related programme elsewhere.

Article 14 Legal protection

14.1. The candidate may lodge objections to selection decisions with the Executive Board. The objection period is six weeks.

14.2. If the objection is upheld and it is decided that a confirmation of admission will be issued to the candidate, this confirmation of admission will relate to the academic year for which the enrolment request had been submitted.

14.3. A candidate to whom a confirmation of admission is issued after an objection has been upheld may, by derogation from paragraph 14.2, be issued with a confirmation of admission for the following academic year if:
   a. no further confirmations of admission are or become available for the academic year to which the enrolment request related;
   b. a decision is taken on the statement of objection after the start of the academic year, i.e. after 1 September;
   c. the candidate himself requests a confirmation of admission for the following academic year.