

GENERAL TERMS AND CONDITIONS VU GRADUATE WINTER SCHOOL

The VU Graduate Winter School is an initiative of Vrije Universiteit Amsterdam. Courses are exclusively designed for the VU Graduate Winter School and are offered by lecturers from VU Amsterdam (in some cases in collaboration with colleagues from partner universities or practitioners).

1. Application procedure

- 1.1. Master students, PhD candidates, VU staff and professionals can apply using the online application procedure. Only full applications including all required documents will be considered for admission.
- 1.2. Master students, PhD candidates, VU staff and professionals who submit their application, agree with these general terms and conditions of the VU Graduate Winter School.
- 1.3. Applications are considered on the basis of rolling admission. The final deadline of application is 10 December.
- 1.4. The VU Graduate Winter School reserves the right to request additional documents if needed for the selection process.

2. Academic entry requirements

- 2.1. For the various levels of courses, different admission requirements are set. These are:
 - 2.1.1. Master: at least enrolled in the 1st year of Master studies - professionals need to have a Bachelor diploma
 - 2.1.2. PhD: at least enrolled in the 1st year of PhD studies
- 2.2. Individual courses may have their own entry requirements, which are defined in the course descriptions on the website of the VU Graduate Winter School. The student is expected to be familiar with the entry requirements.
- 2.3. If on the basis of the provided documents doubts remain about the academic level of the student, the VU Graduate Winter School reserves the right to ask for additional documents and/or a telephone/Skype interview.

3. English language skills

- 3.1. With respect to all courses the same level of English is required. Students are expected to have at least a B2 level of English, as developed within the [Common European Framework of References for Languages](#) (CEFR). This is comparable to a TOEFL internet test with a score of 92, or an IELTS score of 6.5.
- 3.2. It is the student's own responsibility to determine whether they meet the English language level that is needed to successfully complete the courses. Students do not need to provide language tests to the VU Graduate Winter School.

- 3.3. If on the basis of the application doubts remain about the English language level of the student, the VU Graduate Winter School reserves the right to ask for additional documents and/or a telephone/Skype interview.
- 3.4. The VU Graduate Winter School does not accept liability for any inconvenience or failure to attend due to the participant's lack of English language proficiency.

4. Selection and placement

- 4.1. Selection will take place on the basis of rolling admission. Students will receive a conditional admission statement on the basis of eligibility for admission as well as availability in courses.
- 4.2. Students are advised to complete their payment as soon as possible after being conditionally admitted. Conditional admission will not give students the right to claim a place in a course. Registration for courses and unconditional admission will only be final after full payment is received. If in the meantime the selected course has filled up, the student will be rejected from the course. In this case, the VU Graduate Winter School will reimburse all tuition and social programme fees. However, any additional costs made by the student such as for travel arrangements or visa applications will not be reimbursed.

5. Payment procedure

- 5.1. The VU Graduate Winter School accepts online payments only by Visa credit card or Master credit card. For the following countries it is also possible to pay online by debit card (Maestro): Belgium, United Kingdom, Spain, Italy, Poland, Russia and Denmark.
- 5.2. Students who do not own a credit card can contact the VU Amsterdam Graduate Winter School by e-mail (graduatewinterschool@vu.nl) to inquire about paying by means of international bank transfer. Please be aware that payment by international bank transfer will take a longer time to process and will delay your application. This may impact your chances of being admitted due to limited places per course.

6. Housing

- 6.1. Students can apply for housing to be arranged by the VU Graduate Winter School.
- 6.2. The number of rooms available is limited, so we cannot guarantee accommodation for every student. However, the VU Graduate Winter School will do its utmost best to find suitable accommodation for everyone.
- 6.3. The VU Graduate Winter School works together with three organizations to provide housing, namely DUWO, Hotel Jansen and The Student Hotel. The VU Graduate Winter School is not responsible for the quality of the housing or other problems regarding the accommodation. Any complaints should be made directly to the responsible housing corporation.
- 6.4. The general payment procedure (clause 5) also applies to the housing.

7. Social programme

- 7.1. The social programme is an optional part of the VU Graduate Winter School for which additional fees are charged.
- 7.2. If due to unforeseen circumstances the planned activities cannot take place, the VU Graduate Winter School will do its best to offer a reasonable alternative or reimburse the fee for that specific activity.
- 7.3. The general payment procedure (clause 5) also applies to the social programme.

8. Visa and Health Insurance

- 8.1. Students are responsible for arranging their own entry visa, if applicable. If needed, students can request an admission statement for their visa application via e-mail (graduatewinterschool@vu.nl), but only after full payment is received by the VU Graduate Winter School. Students should apply for a tourist visa and not a study visa.
- 8.2. Rejection of a visa application does not affect these terms and conditions, including the cancellation policy as described in clause 9. The VU Graduate Winter School urges all participants from outside the European Union to check which visa requirements may apply as early as possible with the Dutch Embassy or the Dutch Consulate.
- 8.3. Under Dutch law students are required to have adequate health insurance and are responsible for arranging their own health insurance.

9. Cancellation policy

- 9.1. If a student has been accepted to the VU Graduate Winter School and has paid the tuition fee, but due to unforeseen circumstances needs to cancel, the following refunds will be given:
 - Cancellation before 1 December: 50% of total fee will be refunded
 - Cancellation after 1 December: no refund will be given
- 9.2. Before 15 December the VU Amsterdam Summer School will inform students whether enough students have applied for continuation of the course. Students should keep this in mind when making travel arrangements.
- 9.3. If a course is cancelled by the VU Graduate Winter School all tuition and social programme fees will be reimbursed. The VU Graduate Winter School will however not reimburse any additional costs made by the student such as for travel arrangements or visa applications.

10. Transcript of records

- 10.1 Full time attendance and active participation in class is required of all students. Not meeting this requirement may result in failing a course or dismissal from the VU Graduate Winter School.
- 10.2 Under no circumstances are academic dishonesty, plagiarism and cheating accepted.
- 10.3 All courses will be concluded with some form of examination and students will be given a Pass/Fail or a grade for the course.

10.4 Students will receive a transcript of records. The certificate will include information about the credit weight per course in European Credits (ECTS). By European standard one ECTS-credit symbolizes 28 study hours (both contact as well as self-study hours).

10.5 The students are responsible for making arrangements for the transfer of credits to their home university. Neither the VU Graduate Winter School nor VU Amsterdam has any responsibility in this respect.

11. Code of conduct and liability

11.1 Students are required to abide by all applicable rules and regulations of the VU Graduate Winter School and VU Amsterdam, all applicable rules and regulations of the specific housing company and by all applicable laws, rules, and regulations of the Netherlands. In case of violation by the student, the VU Graduate Winter School has the right to terminate the student's participation and to expel the relevant student. In case of expulsion no refund will be given to the student.

11.2 The VU Graduate Winter School does not accept any liability for any damages, loss, injuries suffered by the student while participating in the VU Graduate Winter School.

11.3 These general terms and conditions will supersede and override any different or additional terms or conditions in relation to the VU Graduate Winter School, as for instance put forward by partner institutions.

11.4 Any disputes between the participant and the VU Graduate Winter School that cannot be resolved in mutual consultation will be brought before the Amsterdam Court under Dutch law.

12. Consent photography/video material

12.1 By agreeing with the General Terms and Conditions, students give permission to be featured in commercially-used photography or video footage of the VU Graduate Winter School, which can be used at the full discretion of VU Graduate Winter School Staff.