

## Table of contents

<b>I</b>	<b>Definitions</b>	<b>Article 1</b>
<b>II</b>	<b>Application and registration</b>	<b>Article 2</b>
<b>III</b>	<b>Tuition fees and charges</b>	<b>Article 6</b>
<b>IV</b>	<b>Transitional arrangements</b>	<b>Article 7A</b>
<b>V</b>	<b>Payment of fees</b>	<b>Article 9</b>
<b>VI</b>	<b>Adjustment tuition fees</b>	<b>Article 10</b>
<b>VII</b>	<b>Termination of registration</b>	<b>Article 11</b>
<b>VIII</b>	<b>Hardship clause</b>	<b>Article 13</b>
<b>IX</b>	<b>Remaining provisions</b>	<b>Article 14</b>

## 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. Programmes with an additional start date
- VIII. Matching guidelines

## APPLICATION AND REGISTRATION REGULATION 2018-2019

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.;
- h. 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)).
  - i. pre-Master's programme: programme that pre-Master's students take in order to prepare for a Master's programme.
  - j. ec: european credit
  - k. New student finance system (*studievoorschot*): a loan which a student can arrange with the government, in accordance with the *Wet studievoorschot hoger onderwijs*
  - l. Limited enrolment programme (*Numerus fixus*): a Bachelor's programme with a selection procedure.
  - m. Compensation: the fee for a pre-Master's programme, as set by law.
  - n. VU: Vrije Universiteit Amsterdam

## II. Application and registration

### Article 2. REGISTRATION BACHELOR, PREMASTER AND MASTER PROGRAMMES

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: students applying up to and including 1 May 2018. The prospective student applying up to and including 1 May 2018 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. (See Annexes VIII)
  - b. limited enrolment programmes numerus fixus / selection: application up to and including 15 January 2018. Prospective students applying up to and including 15 January 2018 for the limited enrolment programmes (numerus fixus) Criminologie, Geneeskunde and Tandheelkunde will participate in the selection for the programmes. (See Annexes I)
2. Registration
  - a. registration up to and including 31 August 2018 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 2018.
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 2018.
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 2018.
3. Retroactive registration is not possible.

Article 2C. 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 2E, sub 1 and 2b.
3. Applicants which can be admitted based on a foreign diploma in accordance with article 2D, 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 2E, 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 I).
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 2D. 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 2C, section 1 which has been deemed by ministerial 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 2E. LANGUAGE REQUIREMENTS FOR BACHELOR'S PROGRAMMES

1. An applicant who has a foreign diploma from a prior study programme as stated under Article 2D, 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 language level C1 and PTHO

- language level B2 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 an 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 including English 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 2F. COLLOQUIUM DOCTUM

1. A person who has passed a colloquium doctum [university admissions test] will be exempted from the requirements in Article 2D, 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, as described in Article 2E.
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 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 2018
4. Registration for a pre-Master's programme is only possible up to and including 31 August 2018.
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 2019. These programmes will start on 1 February 2019.
6. Retroactive registration is not possible.

Article 3A. ADMISSION REQUIREMENTS FOR PRE-MASTER'S PROGRAMME

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.
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 language level C1 and PTHO language level B2 exams; or
  - d. foreign exams including Dutch and sanctioned by Vrije Universiteit Amsterdam.
3. An applicant wishing to pursue an English-language PreMaster'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 580.
4. From the test are exempted students who completed an English-taught secondary or higher education degree in Canada, the United States, the United Kingdom, Ireland, New Zealand or Australia.
5. From the test are exempted students who completed an English-taught bachelor's degree programme successfully.

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 2018 must apply up to and including 31 May 2018.
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 2018.
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 2018.
4. Registration for a Master's programme that officially starts September 2018 is only possible up to and including 31 August 2018.
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 2018.
6. Students who wish to apply for a Master's programme with an additional start date on 1 February 2019 (see Annex VII) and have not obtained their Bachelor's degree at Vrije Universiteit Amsterdam and want to start the Master's programme in February 2019 must apply up to and including 1 November 2018.
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 2018.

8. Registration for a Master's programme with an additional start date on 1 February 2019 (see Annex VII) is only possible up to and including 31 January 2019.
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, or academic year 2018-2019 is allowed to deregister during academic year 2018-2019 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 .4A. 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 language level C1 and PTHO language level B2 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 580.
  - 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 4B. ADMISSION REQUIREMENTS FOR ONE YEAR 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 language level C1 and PTHO language level B2 exams, or
- d. foreign exams including Dutch and sanctioned by Vrije Universiteit Amsterdam.

Article 4C. ADMISSION REQUIREMENTS FOR TWO YEAR TEACHER TRAINING

PROGRAMMES

Admission requirements:

1. The student has a degree certificate from a Bachelor's 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 of Arts or the Faculty Board of the Faculty of Social Sciences will decide, based on obtained results in the Bachelor's programme, 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 language level C1 and PTHO language level B2 exams, or
- d. foreign exams including Dutch and sanctioned by Vrije Universiteit Amsterdam.

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 2018.<sup>1</sup>

### III. Tuition Fees and charges

#### Article 6. 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) and
  - b. have not obtained a (government-funded) degree at the same level (Master's or Bachelor's) in the Netherlands since 1 September 1991 and
  - 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. A student who registers for a bachelor's degree programme for the first time and has to pay the statutory tuition fee, pays half of the statutory tuition fee. AUC students and PPE students who register for the first time for a bachelor's degree programme, pay half of the raised statutory tuition fee.
3. 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.
4. All other students pay the institutional rate.
5. The following tuition fees apply in the 2018-2019 academic year for EEA students or the equivalent (see Annex I):

- fee for a pre-Master's programme of 30 credits	€1030,-
- statutory tuition fee for a full-time programme	€2060,-
- statutory tuition fee for a part-time programme	€2060,-
- statutory tuition fee for a sandwich ( <i>duaal</i> ) programme	€2060,-
- examination fee for an external student	€9.000,-
6. The tuition fee for programme's AUC and PPE can be found in Annex V.
7. The tuition fee for the part-time Master's programme in Accounting and Control (in combination with the postgraduate programme) is: €4.350,-
8. The following institutional fees have been set for the 2018-2019 academic year:

---

<sup>1</sup> 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.



BACHELOR'S PROGRAMMES offered by the Faculty of

Faculty	Type of programme	2017-2018 <i>(Second Degree and non-EEA/non-EU)</i>	2018-2019 <b>Second Degree</b>	2018-2019 <b>Non-EEA/non-EU</b>	Transitional Arrangement 2018 A (non-EEA/EU)	Transitional Arrangement 2018 B (EEA/EU and non-EEA/non-EU)
<b>FGG</b>	Bachelor	7.600	7.700	8.700		
	Bachelor Theology (jd)	2.924	5000	5000	-	2924
<b>FGW</b>	Master	13.500	13.600	14.600	13.600	-
	Bachelor	7.600	7.700	8.700	7.700	-
	PPE	11.100	11.200	12.200	11.200	-
	Master (incl research)	13.500	13.600	14.600	13.600	-
<b>RCH</b>	Educational master	5.800	5.900	6.900	5.900	-
	Bachelor	7.600	7.700	8.700	7.700	-
<b>SBE</b>	Master	13.500	13.600	14.600	13.600	-
	Bachelor	7.600	7.700	8.700	7.700	-
	IBA	9.100	9.200	10.200		
	Masters (1 jarig)	13.500	13.600	14.600	13.600	-
	Master Tinbergen	12.000	15.000	15.000	-	12.000
	Master Business in Society	12.000	15.000	15.000	-	12.000
<b>FSW</b>	Master Entrepreneurship (jd)	14.850	15.500	15.500	-	14.850
	Bachelor	7.600	7.700	8.700	7.700	-
	Master	13.500	13.600	14.600	13.600	-
<b>FGB</b>	Educational master	5.800	5.900	6.900	5.900	-
	Bachelors Psych and	7.600	7.700	8.700	7.700	-
	Masters Psy (incl research)	13.500	13.600	14.600	13.600	-
	Teacher training	5.800	5.900	6.900	5.900	-
	Bachelor Human Movement	11.100	11.200	12.200	11.200	-
<b>Bèta</b>	Masters Human Movement Sciences (incl research)	13.500	13.600	14.600	13.600	-
	Bachelors	11.100	11.200	12.200	11.200	-
	Bachelors Chemistry and	11.200	11.200	12.320	11.200	-
	Master Bioinformatics (jd)	-	13.300	14.630	-	-
	Master (1 jarig)	13.400	13.500	14.500	13.500	-
<b>GNK</b>	Master (2 jarig)	13.400	13.500	14.500	13.500	-
	Bachelor	15.200	18.700	19.700	-	15.200
	Master	15.400	20.800	21.800	-	15.400
<b>THK</b>	Research Masters	13.400	13.500	14.500	13.500	-
	Bachelor	18.500	18.700	19.700	18.700	-
<b>AUC</b>	Master	20.600	20.800	21.800	20.800	-
	Bachelor (jd)	11.842	11.927	11.927	-	-

IV. Transitional arrangements

Article 7A. 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 7B. TRANSITIONAL SCHEME 2018A / Non-EEA/non-EU

1. Full-time students

As from September 2018, the transitional provisions will apply for non-EEA/non-EU students who pay the non-EEA/non-EU institutional rate, who were registered for a full-time study programme on 1 February 2018 and who would have to pay a higher non-EEA/non-EU institutional tuition fee rate in the 2018 – 2019 academic year than they did in the 2017 – 2018 academic year for that study programme 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 non-EEA/non-EU institutional rate that will be equivalent to the institutional Second Degree tuition fee for that study programme that applies in 2018 – 2019, provided that the registration is not interrupted.

2. Part-time students

As from September 2018, the transitional provisions will apply for non-EEA/non-EU students who pay the non-EEA/non-EU institutional rate, who were registered for a part-time study programme on 1 February 2018 and who would have to pay a higher non-EEA/non-EU institutional tuition fee rate in the 2018 – 2019 academic year than they did in the 2017 – 2018 academic year for that study programme 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 non-EEA/non-EU institutional rate that will be equivalent to the institutional Second Degree tuition fee for that study programme that applies in 2018 – 2019, provided that the registration is not interrupted.

Article 7C. TRANSITIONAL SCHEME 2018B / Non-EEA/non-EU and Second Degree

1. Full-time students

To non-EEA/non-EU students and students who want to follow another study programme after completing one study programme applies the following. To students who were registered on 1 February 2018 for the full-time bachelor's degree programme of Theology (jd)<sup>2</sup>, the full-time master's degree programmes Tinbergen or Business in Society<sup>3</sup> (jd), the full-time master's degree programme Entrepreneurship<sup>4</sup> (jd), or the full-time bachelors' degree programme Medicine<sup>5</sup> and Master's degree programme Medicine<sup>6</sup>, and

who would have to pay a higher non-EEA/non-EU or Second Degree institutional rate in the 2018 –

---

<sup>2</sup> 2924 euro

<sup>3</sup> 12.000 euro

<sup>4</sup> 14.850 euro

<sup>5</sup> 15.200 euro

<sup>6</sup> 15.400

*Application and registration regulation 2018-2019*

2019 academic year than they did in the 2017 – 2018 academic year for that study programme on the ground of the new rates set by the Executive Board, the transitional provisions will apply. 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 rate that applied in 2017 – 2018 for that study programme, provided that the registration is not interrupted.

2. Part-time students

To non-EEA/non-EU students and students who want to follow another study programme after completing one study programme applies the following. To students who were registered on 1 February 2018 for the part-time bachelor's degree programme of Theology<sup>7</sup> (jd) and who would have to pay a higher non-EEA/non-EU or Second Degree institutional rate in the 2018 – 2019 academic year than they did in the 2017 – 2018 academic year for that study programme on the ground of the new rates set by the Executive Board, the transitional provisions will apply. 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 rate that applied in 2017 – 2018 for that study programme, provided that the registration is not interrupted.

Article 8.               SECOND 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 9.               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.
4. Annex III, 'Protocol for Collection of Tuition Fees', will apply.

**VI. Adjustment tuition fees**

Article 10.             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

---

<sup>7</sup> 2924 euro

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 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 11. 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 9 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 12. 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 11 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 11 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 13. 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.

## **IX. Remaining provisions**

### Article 14. 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 15. 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 16. FURNISHING INFORMATION CONCERNING REGISTRATION

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

### Article 17. 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:
  - a. capacity and/or deficiency in the student's prior knowledge;
  - b. if the student wants to follow bachelor's courses but he/she is registered as a master's degree student in the first programme;
  - c. if it is possible for the student to follow similar courses at his/her own university;
  - d. when the student wants to follow courses which will not be included on the diploma supplement of the first programme;
  - e. when the amount of EC's that are followed as a secondary course are more than 20% of the

*Application and registration regulation 2018-2019*

EC's from his/her own programme.

5. Pre-Master students from the Protestant Theological University (PThU) will be allowed to register in the joint bachelor's degree programme for the Pre-master's courses within their programme.

Article 18. PERIOD OF VALIDITY

These Regulations will apply to the 2018-2019 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 3 April 2018.

**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. Programmes with an additional start date
- VIII. Matching guidelines

## 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

Or

– 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:

- 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 the ministerial Decree in respect of the prosecution of human trafficking (B9);
- the 2007 extraordinary provision (general pardon)
- related to temporary humanitarian grounds or related non-temporary 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 (*Vreemdelingencirculaire B2*);
- 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):

- residence in connection with family reunification (including residence with the partner);
- addition to the family;
- residence with a family member;
- 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:

- a Dutch citizen; or



- the holder of a type II, III or IV permit; or
- 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, Imabee or Euoweb, 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 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 (with reservation until and including February 2018)**

**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's Theology (jd with PthU)
- Master's in Bioinformatics and Systems Biology (jd met UVA)
- 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 Archaeology
- Bachelor's in Greek and Latin Language and Culture
- Bachelor's in Information, Multimedia and Management
- Bachelor's in Physics and Astronomy
- Bachelor's in Ancient Studies
- 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 11 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 2018-2019**

Article 1. GENERAL PROVISIONS

1.
  - a. faculty: the faculty providing the Master's programme that the applicant wishes to pursue.<sup>2</sup>
  - 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 2018.
3. A pre-Master's student can only follow the pre-Master's programme once.

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 2018<sup>3</sup>.
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.<sup>4</sup> The assessment will be conducted by the university or by another institution or organization<sup>5</sup>. 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. 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;

<sup>2</sup> The regulations do not apply to programmes in the Faculties of Medicine (VUmc) and Dentistry (ACTA). The Faculty of Law has its own regulations.

<sup>3</sup> With the exception of pre-Master's programmes in the School of Business and Economics, which start on 1 February 2019. Apply by 31 January 2019 at the latest.

<sup>4</sup> 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.

<sup>5</sup> e.g. a TOEFL test or GMAT

- c. the Faculty Board has no objections to the student taking part in additional educational activities<sup>6</sup> 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 2018 at the latest<sup>7</sup>. 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,- (2018 - 2019). 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 (€1030,-) 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 €1030,- increased by €34,- per additional credit above the standard 30 credits.

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

1. Study results will remain valid until 1 September 2019.
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 28 November 2017.

---

<sup>6</sup> for example in connection with capacity

<sup>7</sup> With the exception of pre-Master's programmes in the School of Business and Economics, which start on 1 February. Last date for registering is 31 January 2019.

## **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  $\geq 3.0$  ( $\geq 7.5$  in the Dutch system,  $\geq 5$  for IB (or 34 points),  $\geq 10$  for Abitur)

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

#### **Fees (in euro per year) AUC**

Dutch and EU/EEA students

Tuition fee: €4.336,-

Non EU/EEA students

Tuition fee: €11.927,-

Students who already obtained a Bachelor's degree in the Netherlands: Tuition fee: €11.927,-

### **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:  $\geq 7.0$
- German Abitur:  $\geq 10$  or at least 2,0
- France: Diplôme du Baccalauréat Général  $\geq 12$
- USA:  $\geq B+$  incl. 4 AP certificates with grade 3 in Calculus and Statistics grade 3 or one to two years of College
- IB: average  $\geq 5$ , or  $\geq 31$  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

See <http://bachelors.vu.amsterdam/en/degree-programmes/philosophy-politics-economics/index.aspx>

### **Fees (in euro per year) PPE**

Dutch and EU/EEA students

Tuition fee: €4.100,-

Non EU/EEA students

Tuition fee: €12.200,-

Students who already obtained a Bachelor's degree in the Netherlands

Tuition fee: €11.200,-

**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 students as referred to in Article 1 also wishes to avail themselves of a grant ([www.vu.nl/scholarships](http://www.vu.nl/scholarships)), then they should apply before 1 February for both the grant and the study programme.



**Annex VII      Programmes with an additional start date on 1 February 2019**

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

The Master's in Medicine offers 12 start dates each year (on the first of every month).

## **Annex VIII. 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 are to register in Studielink from 1 October prior to the academic year to 1 September of the following year.
3. Following Studielink registration, prospective students will be directed to the digital matching questionnaire.
4. 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.
5. This regulation does not apply to prospective students:
  - 1) who have applied to a limited enrolment programme,
  - 2) 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.

#### 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 5 sub 2*, 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.
4. If participation in the matching activity is obligated, the Faculty Board can determine a date on which the obligation has to be met. This date will be published on the webpage of the programme

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.<sup>9</sup> The appeal must include justification and supporting evidence must be provided.

---

<sup>9</sup> 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.