GENERAL TERMS AND CONDITIONS VU AMSTERDAM SUMMER SCHOOL

The VU Amsterdam Summer School is an initiative of Vrije Universiteit Amsterdam. Courses are exclusively designed for the VU Amsterdam Summer 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. Students can apply using the online application procedure. Only full applications including all required documents will be considered for admission.
   1.2. Students who submit their application, agree with these general terms and conditions of the VU Amsterdam Summer School.
   1.3. Applications are considered on the basis of rolling admission. The final deadline of application is 1 May, this deadline can be extended if there is still availability in the course.
   1.4. The VU Amsterdam Summer 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. Beginner Bachelor: enrolled as a student in a university
       2.1.2. Advanced Bachelor: completed at least two years at a university
       2.1.3. Master: enrolled in final year of Bachelor’s degree
       2.1.4. PhD: (in the process of) approved PhD proposal
   2.2. Individual courses may have their own entry requirements, which are defined in the course descriptions on the website of the VU Amsterdam Summer 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 Amsterdam Summer 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. Student 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 Amsterdam Summer School.
3.3. If on the basis of the application doubts remain about the English language level of the student, the VU Amsterdam Summer School reserves the right to ask for additional documents and/or a telephone/Skype interview.

3.4. The VU Amsterdam Summer School does not accept liability for any inconvenience or failure to attend due to the participant’s lack of English language proficiency.

3.5. If the course coordinator decides the English level of the participant is not sufficient, they have the right to unsubscribe the student from the course.

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. 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 a written acceptance email from the summer school team has been received. If in the meantime the selected course has filled up, the student will be rejected from the course. In this case, the VU Amsterdam Summer 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 Amsterdam Summer 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 Summer School by e-mail (amsterdumsummerschool@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. Accommodation

6.1. Students can apply for housing to be arranged by the VU Amsterdam Summer School.

6.2. The number of rooms available is limited, so we cannot guarantee accommodation for every student. However, the VU Amsterdam Summer School will do its utmost best to find suitable accommodation for everyone.

6.3. The VU Amsterdam Summer School works together with three organizations to provide housing, namely DUWO, Hotel Jansen, OurDomain and Via Hostel. The VU Amsterdam Summer 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 Amsterdam Summer School for which additional fees are charged.

7.2. If due to unforeseen circumstances the planned activities cannot take place, the VU Amsterdam Summer 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 (amsterdamsummerschool@vu.nl), but only after full payment is received by the VU Amsterdam Summer 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 Amsterdam Summer 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 Amsterdam Summer School and has paid the tuition fee, but due to unforeseen circumstances needs to cancel, the following refunds will be given:

9.1.1. Cancellation before 1 May: 100% of total fee will be refunded

9.1.2. Cancellation before 1 June: 50% of total fee will be refunded

9.1.3. Cancellation after 1 June: no refund will be given

9.2. Before 15 May 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 Amsterdam Summer School all tuition and social programme fees will be reimbursed. The VU Amsterdam Summer School will however not reimburse any additional costs made by the student such as for travel arrangements or visa applications.

9.4. Online courses: These courses will run as long as they meet the minimum amount of applicants. The coronavirus will not have a direct impact on these courses as they can be followed from a student's home environment.

9.5. On-Campus courses: These courses might be impacted by the coronavirus. For this reason, we have decided to make a decision about on-campus courses on 1 May. There are three possible outcomes after this decision:
1. The course can run on-campus as planned. It is possible that due to reinforced governmental restrictions, the university still cancels the course between 1 May and the start of the course. If this happens, the student will receive a full refund.
2. The course cannot run on-campus and will move online. After students have been informed about this outcome, they will have one week to decide if they want to follow the course online or if they want to receive a full refund.
3. The course cannot run on-campus and cannot be offered online. Students can apply for a full refund or join another course.

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 Amsterdam Summer School.
10.2 Under no circumstances are academic dishonesty, plagiarism and cheating accepted.
10.3 All courses will be concluded with an exam 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 Amsterdam Summer 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 Amsterdam Summer 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 Amsterdam Summer 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 Amsterdam Summer School does not accept any liability for any damages, loss, injuries suffered by the student while participating in the VU Amsterdam Summer School.
11.3 These general terms and conditions will supersede and override any different or additional terms or conditions in relation to the VU Amsterdam Summer School, as for instance put forward by partner institutions.
11.4 Any disputes between the participant and the VU Amsterdam Summer School that cannot be resolved in mutual consultation will be brought before the Amsterdam court under Dutch law.
12. Online safety
   12.1 VU Amsterdam Summer School follows all online education and privacy guidelines as provided by Vrije Universiteit Amsterdam on this page.

13. Consent photography/video material
   13.1 By agreeing with the General Terms and Conditions, students give permission to be featured in commercially-used photography or video footage of the VU Amsterdam Summer School, which can be used at the full discretion of VU Amsterdam Summer School Staff.