

## GENERAL TERMS AND CONDITIONS VU AMSTERDAM SEMESTER IN AMSTERDAM

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The Semester in Amsterdam Program is an initiative of Vrije Universiteit Amsterdam. Courses 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 Semester in Amsterdam Program.
- 1.3. Applications are considered on the basis of rolling admission. The final deadline for fall applicants is 1 April. The final deadline for spring applicants is 1 October.
- 1.4. The VU Semester in Amsterdam Program reserves the right to request additional documents if needed for the selection process.

### 2. Academic Entry Requirements

- 2.1. Bachelor applicants must be at least in their second year. Master applicants must submit a completed Bachelor diploma. Applicants not currently enrolled at a university should have completed at least a Bachelor degree.
- 2.2. The minimum grade point average required of Semester in Amsterdam applicants is a 3.0 based on a 4.0 American scale; comparable to an A or B average on the ECTS system.
- 2.3. Official English language test scores for non-native English speakers are required for students who want to take Master-level courses.
- 2.4. Individual courses may have their own entry requirements, which are defined in the course descriptions on the VU Semester in Amsterdam website. The student is expected to be familiar with the entry requirements.
- 2.5. If, on the basis of the provided documents, doubts remain about the academic level of the student, Semester in Amsterdam reserves the right to ask for additional documentation and/or a telephone/Skype interview.

### 3. English Language Skills

- 3.1. With respect to all courses, the same level of English is required. Bachelor students are expected to have at least a B2 level of English as defined 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. For Bachelor students, it is the student's own responsibility to determine whether or not he/she has a sufficient level of English language proficiency in order to be successful in each course.

- 3.3. If, on the basis of the application, doubts remain about the English language level of the student, Semester in Amsterdam reserves the right to ask for additional documents and/or a telephone/Skype interview.
- 3.4. Semester in Amsterdam 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 the program. Registration for courses and unconditional admission will only be final after full payment of all program fees has been received.

#### **5. Payment Procedure and Cancellation Fees**

- 5.1. The Semester in Amsterdam tuition and housing fees can only be paid by bank transfer. Semester in Amsterdam agrees to send an invoice to each participant with an itemized list of charges.
- 5.2. Due to administrative costs related to the visa and housing procedures, Semester in Amsterdam reserves the right to charge cancellation fees. All students who cancel after the 1<sup>st</sup> of June for the fall semester and the 1<sup>st</sup> of December for the spring semester will be charged a € 1000.00 cancellation fee.
- 5.3. If a student chooses to cancel their semester after payment but before the cancellation deadlines listed above, Semester in Amsterdam reserves the right to charge a total of €350.00 in visa and administration costs. EU students who do not need a visa will only be charged administration costs of €100.00.
- 5.4. In the event that a student cancels after arrival, no refund will be given.

#### **6. Accommodation**

- 6.1. Students can apply for housing to be arranged by the Semester in Amsterdam Program.
- 6.2. Semester in Amsterdam guarantees housing to all students who apply before the deadline; however, we cannot guarantee that students will receive their preferred housing option. In the event that the student's selected housing option is not available, a housing option will be selected for them. Should the student decline this final housing placement, they will need to secure housing on their own.
- 6.3. The Semester in Amsterdam Program works together with three organizations to provide housing, namely DUWO, Hotel Jansen and the Student Hotel West. In the event that there is not enough housing available for each student, Semester in Amsterdam reserves the right to acquire and place students in any newly acquired housing option.

- 6.4. Semester in Amsterdam 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. Semester in Amsterdam cannot provide reimbursement for housing problems. Any and all reimbursements can only be determined and paid out by each individual housing accommodation.
- 6.5. All housing fees must be paid by the official payment deadlines as stated on the invoice. If a student does not pay his or her housing fees on time, Semester in Amsterdam reserves the right to withdraw the offer for housing and assign the room to another student.

## 7. Social Programme

- 7.1 Semester in Amsterdam promises to provide at least 4 social activities for students throughout the semester. The fee for these activities is included in the program fee and these activities will be offered at no additional cost to the students.
- 7.2 If, due to unforeseen circumstances, the planned activities cannot take place, Semester in Amsterdam will do its best to come up with a suitable alternative activity.

## 8. Social Programme Trips Abroad

- 8.1. In addition to the social activities mentioned in paragraph 7, Semester in Amsterdam arranges one trip abroad for students each semester. This is a pay-for trip and all costs must be paid beforehand in order to reserve a spot. No refunds will be provided after payment.
- 8.2. The Semester in Amsterdam trip abroad may require that Semester in Amsterdam purchase plane tickets on the students' behalf. It is the responsibility of the student to ensure that they have provided accurate and complete information to Semester in Amsterdam in order to correctly book the plane tickets. In the event that the student is denied boarding due to inaccurate personal details provided by the student, no refund will be issued.
- 8.3. It is the responsibility of the student to make sure that they bring all required boarding documents, such as a passport, residence permit, or visa. In the event that the student is denied boarding due to missing travel documents, no refund will be issued.
- 8.4. It is the responsibility of the student to ensure that they do not bring any prohibited items to the airport. They are also responsible for ensuring that they comply with all laws, rules, and regulations both in the Netherlands and in the arrival country.
- 8.5. Semester in Amsterdam will not pay for checked bags. It is the responsibility of the student to ensure that they meet the baggage requirements of the airline. Semester in Amsterdam will not be responsible for any fees charged for excess or overweight baggage.
- 8.6. It is the student's responsibility to make sure that they are at the gate on time for boarding. Semester in Amsterdam will not provide refunds to students who miss their flights because they were late.

## 9. Visa and Health Insurance

- 9.1. Semester in Amsterdam will apply for a residence permit or visa on the student's behalf; however, the student is responsible for ensuring that his/her immigration process is completed successfully and that they are residing in the Netherlands legally. Students who do not complete necessary immigration processes risk an entry ban.
- 9.2. Rejection of a visa application does not affect these terms and conditions or the cancellation policy. Semester in Amsterdam urges all participants from outside the European Union to check with the Dutch Embassy or the Dutch Consulate to see which visa requirements may apply as early as possible.
- 9.3. Under Dutch law, students are required to have adequate health insurance and are responsible for arranging their own health insurance for the duration of their stay.

## 10. Transcript of Records and Attendance

- 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 Semester in Amsterdam Program.
- 10.2 Academic dishonesty, plagiarism, and cheating are grounds for dismissal from the program and will not be accepted under any circumstances.
- 10.3 All courses will conclude with an exam or assessment period followed by a re-sit exam. Students must be present in the Netherlands to take re-sit exams. Semester in Amsterdam cannot facilitate proctored exams outside of the Netherlands under any circumstances.
- 10.4 Students will receive a transcript of records after completing their Semester(s) at VU Amsterdam. The certificate will include information about the credit weight per course in European Credits (ECTS). By European standards, one ECTS-credit symbolizes 28 study hours (both contact as well as self-study hours). It is the responsibility of the host institution to determine an appropriate grade and credit conversion. Semester in Amsterdam cannot guarantee that Dutch number grades will be converted into letter grades according to the VU Amsterdam grading scale as this is determined by the home institution.
- 10.5 The students are responsible for making arrangements for the transfer of credits to their home university.

## 11. Consent Photography/Video Material

- 11.1 By agreeing with the General Terms and Conditions, students give permission to be featured in commercially-used photography or video footage of the Semester in Amsterdam Program which can be used at the full discretion of VU Amsterdam staff.
- 11.2 The Photographer/Videographer Scholarship Recipient agrees to release all photo and video material to Semester in Amsterdam to be used at their discretion.

11.3 Semester in Amsterdam participants have the right to request that all data and photo material be unlisted. After official submission of a request, all material and data will be removed within 30 days.

## **12. Code of Conduct and Liability**

12.1 Students are required to abide by all applicable rules and regulations of the Semester in Amsterdam Program and VU Amsterdam including all applicable rules and regulations of the specific housing company and all applicable laws, rules, and regulations of the Netherlands. In case of violation by the student, Semester in Amsterdam reserves the right to terminate the student's participation in the program and notify the Dutch immigration department. In case of expulsion on these grounds, no refund will be provided.

12.2 The Semester in Amsterdam Program is at your own risk. Semester in Amsterdam does not accept any liability for any damages, loss, or injuries suffered by the student while participating in the Semester in Amsterdam Program or its organized social activities.

12.3 These general terms and conditions will supersede and override any different or additional terms or conditions in relation to the Semester in Amsterdam Program, as for instance put forward by providers or partner institutions.

12.4 Any disputes between the participant and Semester in Amsterdam which cannot be resolved in mutual consultation will be brought before the Amsterdam court under Dutch law.

## **13. Data and Privacy Protection**

13.1 From 25 May 2018 Semester in Amsterdam and its partners and providers have been compliant with the new laws in accordance with the EU General Data Protection Regulation.

13.2 Semester in Amsterdam asks for information to help process applications and to cater to specific requirements. Relevant data such as academic background information, dietary requirements, and personal details may be shared with our providers and partner institutions as needed.

13.3 Semester in Amsterdam abides by Dutch and EU law when data is required by authorities. The full details of our compliance is contained within the official [VU Amsterdam privacy policy](#).