

# APPLICATION AND REGISTRATION REGULATIONS 2024-2025

*These Regulations were adopted by the Executive Board on 23 January 2024, with retroactive effect from 1 October 2023.*

*These Regulations are a further elaboration of Chapter 7 of the Higher Education and Research Act, which contains the most important rules on registration and tuition fees. If these Regulations and the Act are in conflict, the Act shall prevail.*

*Articles 7.31 to 7.31e of the Higher Education and Research Act deal with the study choice check, while Articles 7.32 to 42a deal with registration and deregistration. Provisions on tuition fees are included in Articles 7.43 to 7.50a of the Act.*

*These Regulations apply to students, future students, external students, and those participating in pre-Master's programmes.*

*The Director of the Student & Educational Affairs Service Department is responsible for implementing these Regulations on behalf of the Executive Board.*

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# I. REGISTRATION

## 1. APPLICATION PERIODS

Start date of study programme	Application periods
1 September 2024	1 October 2023 to 15 January 2024 (limited enrolment programmes) 1 October 2023 to 1 May 2024 (Bachelor's programmes and Master's pre-university teaching programmes) 1 October 2023 to 1 June 2024 (Master's programmes and pre-Master's programmes) 1 October 2023 to 31 August 2024 (re-registration) 1 October 2023 to 31 July 2024 (registration for secondary subjects)
1 February 2025 <a href="#">Appendix 4: February intake</a>	1 October 2024 to 30 November 2024 (Master's programmes) 1 October 2024 to 31 January 2025 (School of Business and Economics pre-Master's programmes)
Every month	Students in the Master's programme in Medicine may terminate their registration during the academic year and re-register during the same academic year if the waiting period between internships or clinical rotations is two months or longer.

### Exceptions for intake applications from 1 September 2024

Applications until	Intended for
12 November 2023 to 15 January 2024	Candidates for the pre-Master's programme Zigma (apply at <a href="https://vu.nl/nl/onderwijs/meer-over/aanmelden-zij-instroomprogramma-geneeskunde-zigma">https://vu.nl/nl/onderwijs/meer-over/aanmelden-zij-instroomprogramma-geneeskunde-zigma</a> )
15 December 2023	Candidates for <a href="#">exemption based on an entrance examination</a>
15 March 2024	M Psychology; M Curating Art and Cultures
31 March 2024	M International Crimes, Conflict and Criminology
1 April 2024	International candidates wishing to use the services of the International Office ( <a href="#">Appendix 3: Facilities for international candidates</a> )
15 July 2024	M Law; M Tax Law; M Notarial Law
31 August 2024	Candidates who have completed a VU Amsterdam Bachelor's programme that gives direct access to a VU Amsterdam Master's programme

### Exceptions for intake applications from 1 February 2025

Applications until	Intended for
31 December 2024	M Law; M Tax Law; Candidates with non-VU Bachelor's degrees
31 January 2025	Candidates who have completed a VU Amsterdam Bachelor's programme that gives direct access to a VU Amsterdam Master's programme
1 November 2024	International candidates wishing to use the services of the International Office ( <a href="#">Appendix 3: Facilities for international candidates</a> )

## **2. GENERAL REGISTRATION CONDITIONS FOR INITIAL REGISTRATION FOR BACHELOR'S, MASTER'S AND PRE-MASTER'S PROGRAMMES**

1. Registration or re-registration requests must be received via Studielink no later than the [application periods](#) referred to in Article 1.
2. Applications in 'Mijn Dashboard' must be completed within six weeks of the registration request, and one week after the application deadlines referred to in [Article 1 \(application periods\)](#).
3. Verification of identity: Candidates must supply a digital copy of a valid passport or identity card if verification of their identity is not possible via Studielink.
4. Verification of residence status: the candidate must supply a digital copy of a valid residence permit or a copy of the application for a residence permit on the basis of which lawful residence has been obtained, if their residence status cannot be determined via Studielink.
5. Verification of previous educational qualifications and any additional requirements: Candidates must supply a certified copy of a previous educational qualification required for admission to their intended programme if this cannot be verified via Studielink.
6. Payment of tuition fees: Tuition fees must be paid according to the additional provisions concerning tuition fees and refunds referred to in Article 11.
7. Admission to a pre-Master's programme is only possible if the individual concerned has never previously been enrolled in the same pre-Master's programme.
8. All registration conditions must be met by 31 August 2024.
9. Outstanding tuition or examination fees from previous academic years must have been paid in full by 31 August 2024.

### **2.1 REGISTRATION CONDITIONS FOR INITIAL REGISTRATION FOR LIMITED ENROLMENT BACHELOR'S PROGRAMMES**

The conditions for registering for the limited enrolment programmes B Biomedical Sciences, B Computer Science, B Criminology, B Medicine, B Health and Life, B Psychology, and B Dentistry are set down in the [Regulations on Selection and Placement 2024-2025](#).

### **2.2 ADDITIONAL REGISTRATION CONDITIONS FOR INITIAL REGISTRATION FOR BACHELOR'S PROGRAMMES**

1. Confirmation of admission (admission): Positive admission decision (digital).
2. VU Study Choice Check: Participation in the VU Study Choice Check in accordance with Appendix 6: [Guidelines on the VU Study Choice Check](#).

### **2.3 ADDITIONAL REGISTRATION CONDITIONS FOR INITIAL REGISTRATION FOR MASTER'S PROGRAMMES**

1. Confirmation of admission (admission): Positive admission decision (digital).

### **2.4 ADDITIONAL REGISTRATION CONDITIONS FOR PRE-MASTER'S PROGRAMMES**

1. Confirmation of admission (admission): Positive admission decision (digital).

## **3. REGISTRATION CONDITIONS FOR RE-REGISTERING FOR BACHELOR'S AND MASTER'S PROGRAMMES**

1. Registration or re-registration requests must be received via Studielink no later than the [application periods](#) referred to in Article 1.
2. Payment of tuition fees: Tuition fees must be paid according to the additional provisions concerning tuition fees and refunds referred to in Article 11.
3. Intake into a programme with limited enrolment from another Dutch institution: If a request for registration concerns intake into a higher year of a programme with limited enrolment, the student must provide proof of having met elsewhere at least the requirements for a positive recommendation for a continuation of their studies for the same programme or for a programme that has been designated as related. In addition, the student must gain the permission of the programme in question to be admitted to the higher year of study. The programme may refuse permission on the grounds that the applicant's previous qualifications are not sufficiently relevant to the programme or for reasons of capacity.

4. Interim intake for the Master's programme in Medicine: Notwithstanding section 1, students who are registered for the Master's programme in Medicine may terminate their registration during the academic year and re-register during the same academic year if the waiting period between internships or clinical rotations is two months or longer. In this case, all registration criteria must have been met before the starting date.
5. All registration conditions must be met by 31 August 2024.
6. Outstanding tuition or examination fees from previous academic years must have been paid in full by 31 August 2024.

#### **4. REGISTRATION AS A SECONDARY SUBJECT STUDENT**

1. Students on study programmes at other universities who, as part of their programme, wish to take one or more study components, must apply – no later than during the [application periods](#) referred to in Article 1 – [as a secondary subject student](#). Requests must be accompanied by an official receipt of payment of tuition fees at the institution at which they were first registered.
2. The Faculty Board at VU Amsterdam of the programme concerned must certify that it does not object to the student being registered as a secondary subject student.
3. Registration as a secondary subject student at VU Amsterdam will be refused:
  - a. For reasons of capacity limitations or gaps in the student's knowledge;
  - b. If the applicant is seeking to take Bachelor's subjects and is registered for their first programme as a Master's student;
  - c. If the applicant is seeking to take Master's subjects and is registered for their first programme as a Bachelor's student;
  - d. If the applicant can take similar subjects at their 'own' university;
  - e. If the applicant wishes to take subjects that will not be included on the diploma supplement for their first study programme;
  - f. If the number of credits that can be gained from the secondary subject amounts to more than 20% of the number of credits available from the applicant's first programme.

## **II. EXEMPTION OBTAINED THROUGH AN ENTRANCE EXAMINATION**

#### **5. EXEMPTION OBTAINED THROUGH AN ENTRANCE EXAMINATION**

1. Any candidate aged 21 or over applying for a Bachelor's programme who does not meet the prior education requirements in Article 7.24 section 2 of the Higher Education and Research Act will not be registered until they have met the conditions needed to demonstrate that their prior education is of a sufficient level; these conditions are set by the Director of the Student & Educational Affairs Service Department.
2. The age limit of 21 years may be disregarded by the Executive Board at the request of a candidate with non-Dutch prior educational qualifications if:
  - a. The candidate is in possession of a diploma obtained outside the Netherlands that grants access to a study programme at an institution of higher education in their own country;
  - b. In particular circumstances, it is not possible to show a diploma.
3. No candidate will be registered until they have demonstrated a command of the language of instruction of their programme (Dutch or English) that is of a level that enables them to take the programme successfully.
4. Candidates who are admitted through an entrance examination may only be admitted to the programme to which the examination relates and only for the 2024-2025 academic year.

### III. TUITION FEES AND REFUNDS

#### 6. STATUTORY TUITION FEES

1. Those who meet the conditions set out in Article 7.45a of the Higher Education and Research Act are eligible to pay statutory tuition fees. Should it emerge post-registration that these conditions are not met, or no longer met, the correct fees will be charged retrospectively.
2. The statutory tuition fees for the 2024-2025 academic year are as follows:
  - a. Full-time, part-time, and work-study programmes: €2,530.
  - b. Small-scale, intensive Bachelor's programmes:
    - Bachelor's programme in Liberal Arts & Sciences: €4,940;
    - Philosophy, Politics and Economics €4,560.
5. Those who start a second study programme during the first study programme will pay the statutory tuition fee if the second study programme is completed without interruption. Even after they have graduated from the first study programme, they must follow the second study programme without interruption.<sup>1</sup>
6. Those who do not meet all the conditions for statutory tuition fees, as referred to in Article 7.45a of the Higher Education and Research Act, must pay the institutional tuition fees, as set out in [Appendix 1 \(Institutional tuition fees\)](#).
7. Tuition fees are set every year in accordance with the information known at the time of the student's registration. If new information becomes known post-registration, the correct fees will be payable retrospectively.

#### 7.1 INSTITUTIONAL TUITION FEES

1. Those who do not meet all the conditions for statutory tuition fees, as referred to in Article 7.45a of the Higher Education and Research Act, must pay the institutional tuition fees, as set out in [Appendix 1 \(Institutional tuition fees\)](#).
2. Institutional tuition fees for external students: €9,000.
3. The institutional tuition fees for students whose tuition fees are paid for by the UAF are the same as the [statutory tuition fees](#).
4. If institutional tuition fees are payable, every request for registration (for a Bachelor's or Master's programme, or a secondary subject) will incur the institutional tuition fees listed in section 1.
5. It will not be possible to pay institutional tuition fees using an official receipt of proof of payment of tuition fees from another institution of higher education.

#### 7.2 INSTITUTIONAL TUITION FEES FOR SPECIFIC GROUPS

The institutional tuition fees paid by the following specific groups of students will be the same as the [statutory tuition fees](#):

1. **A maximum of five young people lacking residency documentation** who are registering for the first time in a Bachelor's programme for the 2023-2024 academic year, for the official duration of that Bachelor's programme + one academic year. This concerns young people without a valid residence permit, who have verifiably been awarded a diploma from a secondary school in the Netherlands or who are in their final examination year at such an institution and who will be no more than 29 years of age when they commence a Bachelor's programme at VU Amsterdam. If the number of applications exceeds the maximum of five, then young people living in the City of Amsterdam will have priority. After that, the order of application will apply.
2. **Ukrainian refugees** who already have a 'first institution' registration at VU Amsterdam in 2022-2023 and who were charged this reduced tuition fee in 2022-2023, for the duration of the study programme up to a maximum of the official duration + one academic year.
3. Non-EEA students who are registered at VU Amsterdam for **an Erasmus Mundus Joint Master's programme**.
4. Students who have already completed a Bachelor's programme and a Master's programme in

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<sup>1</sup> (source: <https://www.rijksoverheid.nl/onderwerpen/hoger-onderwijs/vraag-en-antwoord/wanneer-moet-ik-collegegeld-betalen> Statutory tuition fee) (source: <https://www.rijksoverheid.nl/onderwerpen/hoger-onderwijs/vraag-en-antwoord/wanneer-moet-ik-collegegeld-betalen> Statutory tuition fee for the second study programme)

Medicine, or a single-cycle study programme in Medicine, who are conducting PhD research at VU Amsterdam or the University of Amsterdam (UvA), who have a written statement of intent from the Department of Oral Pathology, Maxillofacial Surgery of Amsterdam UMC for a training position as an **OMF (Oral and Maxillofacial) surgeon** and who register for the Bachelor's or Master's degree in Dentistry.

5. Students who, **immediately after completing their first Bachelor's programme at VU Amsterdam**, have registered for a second Bachelor's programme at VU Amsterdam. These students pay that tuition fee for the official duration of their second study programme at VU Amsterdam + one academic year. The low institutional tuition fee only applies if statutory tuition fees were payable for the first study programme. Study programmes with limited enrolment are an exception to this rule.
6. Students who, **immediately after completing their first Master's programme at VU Amsterdam**, have registered for a second Master's programme at VU Amsterdam. These students pay that tuition fee for the official duration of their second study programme at VU Amsterdam + one academic year. The low institutional tuition fee only applies if statutory tuition fees were payable for the first study programme. Study programmes with a maximum capacity are an exception to this rule.

## **8. PRE-MASTER'S PROGRAMME FEES**

1. The fees for a pre-Master's programme are equivalent to no more than a pro-rata portion of the statutory tuition fees, up to a maximum of the statutory tuition fees. The rate is €42.17 per EC and €1,265 for a programme of 30 EC.
2. Pre-Master's students are exempt from the fee referred to in section 1 if they are registered as students in the same academic year at VU Amsterdam or another institution of higher education and if they pay statutory tuition fees.
3. After registering for a pre-Master's programme, students must pay the full costs. No fees will be reimbursed if the programme is terminated prematurely by a candidate.

## **9. COSTS OF EVALUATING DIPLOMAS AND ENTRANCE EXAMINATION**

1. Candidates who have obtained educational qualifications abroad pay a non-refundable fee of €100 when applying to have their diplomas evaluated.
2. Candidates who are admitted by means of an entrance examination pay a non-refundable fee of €100 when applying for the entrance examination.

## **10. TRANSITIONAL ARRANGEMENTS**

### **Transitional arrangements for institutional tuition fees for 2020**

1. Part-time students who were registered for the Bachelor's programme in Theology (joint degree) on 1 September 2019 will pay the transitional fees stated in [Appendix 1 \(Institutional tuition fees\)](#) for twice the official duration of study + one academic year, counted from the time of admission.

### **Transitional arrangements for institutional tuition fees for 2021**

1. Part-time students who were registered for any of the following programmes on 1 September 2019 will pay the transitional fees stated in [Appendix 1 \(Institutional tuition fees\)](#) for twice the official duration of study + one academic year, counted from the time of admission.
  - a. ACASA programme, in combination with second-degree tuition fees (B Archaeology; B Greek and Latin Language and Culture; B Ancient Cultures; M Archaeology; M Ancient Studies).

## **11. ADDITIONAL PROVISIONS CONCERNING TUITION FEES, EXAMINATION FEES, AND REFUNDS**

1. Tuition fees and pre-Master's fees may be paid by bank transfer, bank authorization (one single payment or in five instalments), or by means of an official receipt of proof of payment of tuition fees.
2. Payments in instalments incur an administration fee of €24 per year. The administration fee is charged together with the first instalment (in September).
3. The tuition fees for any student who registers after 1 September will be reduced by one-twelfth for each month that the student was not registered during that academic year.
4. No reductions in or refunds of examination fees are available to those registered as external

students. This is also the case if the student in question registers during the course of the academic year or prematurely terminates their registration.

5. Payment of tuition fees in the case of students registered for more than one programme: If a student's registration concerns more than one programme at VU Amsterdam or any other higher education institution, for which statutory tuition fees are payable, the student must pay tuition fees once (the highest).
6. Tuition fees are set annually.

## **IV. TERMINATION OF REGISTRATION**

### **12. TERMINATION OF REGISTRATION**

1. Each registration ends by law on the last day of the academic year (31 August 2025).
2. Registrations may also be terminated in the following ways:
  - a. At the request of the student (via Studielink);
  - b. By or on behalf of the Director of the Student & Educational Affairs Service Department if attempts at debiting outstanding tuition fees from the bank account of the individual concerned are unsuccessful;
  - c. In the event of the death of the student;
  - d. A student's registration may be terminated by the Executive Board on the advice of the Examination Board or the Faculty Board, after careful consideration has been given to the interests of the student and of VU Amsterdam,
    - in the event of the student's actions, behaviour, or statements revealing an unsuitability to practise any of the professions for which the programme is intended to train students, or revealing an unsuitability for the practical preparations for professional practice,
    - or in the event of serious fraud on the part of the student having been established,
    - or
    - in the event of the student having committed very serious misconduct towards VU Amsterdam employees or students.
3. In the event of a termination of a registration for which an official receipt of payment of the tuition fees had been issued, the other institution will be informed of the de-registration from VU Amsterdam by digital means. Students are themselves responsible for terminating their registrations at other institutions at the appropriate time;
4. Ongoing or completed student registrations will be terminated if the Director of the Student & Educational Affairs Service Department, or a person or persons acting on behalf of the Director, establishes that the student has submitted evidence said to have been issued by another institution, but which in fact was not. With effect from the date on which the Director of the Student & Educational Affairs Service Department, or a person or persons acting on behalf of the Director, verified this finding, the student may not register for any programme at VU Amsterdam for the next two academic years.



### **13. REIMBURSEMENT OF TUITION FEES**

1. Requests for reimbursement of tuition fees will only be granted in the event of deregistration in accordance with the provisions in [Article 12 section 2\(a\) \(Termination of registration\)](#) of these Regulations. If possible, the decision on the reimbursement of the tuition fees will be communicated to the requesting party at the same time as the decision on the interim termination of their registration.
2. If [Article 12 section 2\(c\) \(Termination of registration\)](#) applies, the remaining tuition fees shall be reimbursed to the designated next of kin upon notification that the student is deceased.
3. In general, decisions are taken within one month of receipt of the request for reimbursement of tuition fees, but in any event before 31 December of the calendar year in which the end of the relevant academic year falls.
4. No tuition fees will be reimbursed in the case of registrations terminated from 1 July or 1 August.
5. Refunds are paid to the bank account from which the tuition fees were paid.

## **V. OTHER PROVISIONS**

### **14. HARDSHIP CLAUSE**

If application of these Regulations results in a patently unfair situation, the Director of the Student & Educational Affairs Service Department may deviate from these Regulations in favour of the student in question. Students wishing to invoke the hardship clause must do so at [studentenbalie@vu.nl](mailto:studentenbalie@vu.nl)<sup>2</sup> as soon as possible, but in any event no later than one month after the academic year concerned has ended.

### **15. REFUND FOR UNAUTHORIZED PARTICIPATION**

1. Any student found to have taken any part in a programme or taken any examinations without being registered will be informed that they owe the university a refund amounting to one-twelfth of the tuition fees for each month in which they took part in the programme or took examinations, to be paid within 14 days of the letter being sent.
2. The Director of the Student & Educational Affairs Service Department is responsible for implementing the provisions concerning the collection of compensation for unauthorized participation in educational programmes.

### **16. REGISTER OF PARTICIPANTS IN EDUCATION**

1. The Director of the Student & Educational Affairs Service Department is responsible for providing information to ROD, the register of participants in education.
2. The Director of the Student & Educational Affairs Service Department is responsible for obtaining information from ROD.

### **17. PROVISION OF REGISTRATION-RELATED DATA**

Data about registrations will only be provided in accordance with the General Data Protection Regulation.

### **18. PERIOD OF VALIDITY**

These Regulations will apply to the 2024-2025 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.

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<sup>2</sup> Requests must be accompanied by written supporting documentation. The Director of the Student & Educational Affairs Service Department will decide on the request within six weeks. Before the Director of the Student & Educational Affairs Service Department makes a decision, the student will be given the opportunity to be heard and, if applicable, the Faculty Board of the faculty concerned and/or student counsellor will be asked for their advice.

## **24. APPENDIX 6 GUIDELINES ON STUDY CHOICE CHECK**

### **Guidelines on Study Choice Check**

The VU Study Choice Check consists of these university Regulations and faculty regulations, which can be found on the websites of the individual faculties.

### **VU STUDY CHOICE CHECK SCHEME**

#### **Definition**

- a. Candidate: an applicant wishing to register for the first time in the first year of a Bachelor's programme at VU Amsterdam.
- b. VU Study Choice Check: the entire range of study choice activities offered by VU Amsterdam

#### **1. Help in choosing a programme of study**

- a. The VU Study Choice Check consists of a) a digital questionnaire and b) a programme-specific activity.
- b. Candidates must register in Studielink between 1 October and 1 May prior to the academic year.
- c. Following their Studielink registration, candidates are directed to the digital matching questionnaire.
- d. Completing the questionnaire will automatically generate a recommendation that will be sent to the candidate as an electronic message.
- e. This scheme does not apply to candidates:
  - who have applied to a limited enrolment programme, or to a programme involving selection
  - who register after 1 May if they demonstrate they have received a negative binding recommendation on whether to continue with their studies (BSA) from a different programme after 1 May of the same calendar year.

#### **2. Applying before 1 May**

- a. Candidates who have applied by 1 May are entitled to admission to the programme of their choice, once they have completed the digital questionnaire.
- b. Notwithstanding section 1, the Faculty Board responsible for the candidate's programme of choice may also require the student to take part in the programme-specific activity, in addition to completing the digital questionnaire. Candidates will be granted admission to the programme after completing the programme-specific activity.
- c. The Faculty Board responsible for the candidate's programme of choice will invite the candidate to participate in the programme-specific activity.

#### **3. Applying after 1 May**

- a. In the case of any candidate other than referred to in Article 2 section b who applies to take part in higher education for the first time after 1 May, the Student Administration will decide whether the candidate is to be admitted to the programme in question.

#### **4. The programme-specific activity**

- a. Programmes offer an activity at least once every academic year.
- b. Programme-specific activities give candidates a better understanding of the demands of the programme in question.
- c. Each faculty publishes a webpage showing the date of the matching activity and further information on the activity.
- d. If participation in a programme-related activity is compulsory, the Faculty Board may set a date on which the obligation must be met. This date will be published on the relevant programme website.

#### **5. Requests for alternatives to programme-related activity**

Students unable to take part in their programme-related activity may submit a properly supported request to the programme in question with a view to determining their suitability for the programme in a different way.

6. If a candidate's registration is rejected, they may appeal to the Executive Board within six weeks after the announcement of the negative admission decision