

GENERAL TERMS AND CONDITIONS VU AMSTERDAM SUMMER SCHOOL

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 form. Only complete applications which include all required documents and the finalised payment will be considered for admission.
- 1.2. Students who submit their application are in agreement with these general terms and conditions of VU Amsterdam Summer School.
- 1.3. Applications are considered based on rolling admission. The final deadline of application is 1 May, which can be extended if there is still availability on the course.
- 1.4. 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 different course levels, different admission requirements are set. These are:
 - 2.1.1. Beginner Bachelor's: enrolled as a first-year student at a university.
 - 2.1.2. Advanced Bachelor's: completed at least two years at a university.
 - 2.1.3. Master's: enrolled in final year of a Bachelor's degree.
 - 2.1.4. PhD: in the process of doing a doctoral thesis or having an approved PhD proposal.
- 2.2. Individual courses may have their own entry requirements, which are defined in the course descriptions on the website of VU Amsterdam Summer School. The student is expected to be familiar with the entry requirements when applying for the course.
- 2.3. If there are remaining doubts about a students' academic level once the application documents have been revised, VU Amsterdam Summer School reserves the right to ask for additional documents and/or a telephone/Skype interview.

3. English language skills

- 3.1. The same level of English is required for all courses. Students are expected to have at least a B2 level of English, as developed within the [Common European Framework of References for Languages](#) (CEFR). This is comparable to a TOEFL 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 level certificates to VU Amsterdam Summer School when applying to a course.

- 3.3. If there are doubts about a students' English language level once the application has been submitted, VU Amsterdam Summer School reserves the right to ask for additional documents and/or a telephone/Skype interview.
- 3.4. 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 withdraw the student's application from the course.

4. Selection and placement

- 4.1. Selection will take place based on rolling admission. Students will receive a conditional admission statement based on eligibility for admission as well as availability in courses.
- 4.2. Conditional admission will not give students the right to claim a place on a course. Registration for courses and a definitive admission will only be guaranteed 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, VU Amsterdam Summer School will reimburse all tuition, accommodation and social programme fees. However, any additional costs incurred by the student such as travel arrangements or visa applications will not be reimbursed.
- 4.3. In case a student wants to change courses, and there's availability in the new desired course, then it will be possible to change courses before the start of course day two. After that, it will not be possible to change anymore. There is no guarantee that course changes will happen. This will be up to the teachers and VU Amsterdam Summer School Team.

5. Payment procedure

- 5.1. 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 VU Amsterdam Summer School by e-mail (amsterdamsummerschool@vu.nl) to inquire about paying by means of an international bank transfer. Please be aware that payment by international bank transfer will take longer to process and will delay your application. This may impact your chances of being admitted due to limited places per course.

6. Social programme

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

7. Visa and Health Insurance

- 7.1. Students are responsible for arranging their own entry visa, if needed. If necessary, students can request an admission statement for their visa application via e-mail (amsterdamsummerschool@vu.nl), but only after full payment is received by VU Amsterdam Summer School. Students should apply for a tourist visa and not a study visa.
- 7.2. The cancellation policy (clause 9) also applies in case of visa rejections. 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.
- 7.3. Under Dutch law students are required to have adequate health insurance and are responsible for arranging their own health insurance during their stay in Amsterdam.

8. Cancellation policy

- 8.1. If a student has been accepted to VU Amsterdam Summer School and has paid the fees (course fee, accommodation fee and additional social programme fee), but due to unforeseen circumstances needs to cancel, the following refunds will be given:
 - 8.1.1. Cancellation before 15 May: 100% of the total fee will be refunded.
 - 8.1.2. Cancellation before 1 June: 50% of the total fee will be refunded.
 - 8.1.3. Cancellation after 1 June: no refund will be given.
- 8.2. Before 15 May VU Amsterdam Summer School will inform students whether enough students have applied for the continuation of the course. It is recommended to wait on making travel arrangements until the course is confirmed and visa is approved.
- 8.3. If a course is cancelled by VU Amsterdam Summer School, the course tuition fee, accommodation (within VU offer) and social programme fees (within VU programme) will be reimbursed. VU Amsterdam Summer School will however not reimburse any additional costs made by the student such as travel arrangements or visa applications.
- 8.4. If on the first day of class a student is not satisfied with the programme, they can inform the VU Amsterdam Summer School team about this so a solution can be found. The standard cancellation policy applies in case a student decides to withdraw from the programme and clause 4 applies in case the student wants to change courses.

9. 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 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 examination of some sort (because some don't have exams) 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 VU Amsterdam Summer School nor VU Amsterdam cannot be held responsible for the students' credit transfer.

10. Code of conduct and liability

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

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

11.3 These general terms and conditions will take precedence over any other regulations or terms set by a VU Amsterdam Summer School partner institution.

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

11. Online safety

12.1 VU Amsterdam Summer School follows all online education and privacy guidelines as provided by Vrije Universiteit Amsterdam on [this page](#).

12. Consent photography/video material

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