

APPLICATION AND REGISTRATION REGULATIONS 2023-2024

These Regulations were adopted by the Executive Board on 27 September 2022

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

CONTENTS

I.	INSCHRIJVING	3
1.	AANMELDPERIODES	3
2.	ALGEMENE INSCHRIJVINGSVOORWAARDEN EERSTE INSCHRIJVING BACHELOR, MASTER EN PREMASTER	4
3.	AANVULLENDE INSCHRIJVINGSVOORWAARDEN EERSTE INSCHRIJVING BACHELOR	4
4.	AANVULLENDE INSCHRIJVINGSVOORWAARDEN EERSTE INSCHRIJVING MASTER	4
5.	AANVULLENDE INSCHRIJVINGSVOORWAARDEN PREMASTERPROGRAMMA	4
6.	INSCHRIJVINGSVOORWAARDEN HERINSCHRIJVERS BACHELOR EN MASTER	4
7.	REGISTRATIE ALS BIJVAKSTUDENT	5
II.	VRIJSTELLING OP GROND VAN TOELATINGSONDERZOEK	5
III.	COLLEGE GELD EN VERGOEDINGEN	5
8.	WETTELIJK COLLEGE GELD	5
9.	INSTELLINGSCOLLEGE GELD	6
10.	KOSTEN PREMASTERPROGRAMMA	6
11.	KOSTEN DIPLOMAWAARDERING EN TOELATINGSONDERZOEK	6
12.	OVERGANGSREGELINGEN	6
13.	NADERE BEPALINGEN COLLEGE GELD, EXAMENGELD EN VERGOEDING	7
IV.	BEËINDIGING INSCHRIJVING	7
14.	BEËINDIGING INSCHRIJVING	7
15.	TERUGBETALING COLLEGE GELD	8
V.	OVERIGE BEPALINGEN	8
16.	HARDHEIDSCLAUSULE	8
17.	SCHADEVERGOEDING WEGENS NIET-GERECHTIGDE DEELNAME	8
18.	REGISTER ONDERWIJSDEELNEMERS (ROD)	8
19.	VERSTREKKEN GEGEVENS OVER INSCHRIJVING	8
20.	GELDIGHEIDSDUUR	9
VI.	BIJLAGEN	10
21.	BIJLAGE 1 TARIEVEN INSTELLINGSCOLLEGE GELD	10
22.	BIJLAGE 2 PROTOCOL INNING COLLEGE GELD	13
23.	BIJLAGE 3 VOORZIENINGEN INTERNATIONAL OFFICE	13
24.	BIJLAGE 4 FEBRUARI INSTROOM	13
25.	BIJLAGE 5 SAMENWERKINGSVERBANDEN	14
26.	BIJLAGE 6 RICHTLIJN STUDIEKEUZE CHECK	15

I. REGISTRATION

1. Application periods

Start date of study	Application periods
1 September 2023	1 October 2022 to 15 January 2023 (limited enrolment programmes) 1 October 2022 to 1 May 2023 (Bachelor's programmes and Master's pre-university teaching programmes) 1 October 2022 to 31 May 2023 (Master's programmes and pre-Master's programmes) 1 October 2022 to 31 August 2023 (re-registration) 1 October 2022 to 30 April 2024 (registration for secondary subjects)
1 February 2024 (Appendix 4: February intake)	1 October 2022 to 30 November 2023 (Master's programmes) 1 October 2022 to 31 January 2024 (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 2023

Applications until	Intended for
31 August 2023	Candidates who have completed a VU Amsterdam Bachelor's programme that gives direct access to a VU Amsterdam Master's programme
31 March 2023	International candidates wishing to use the services of the International Office (Appendix 3: Facilities for international candidates)
12 November 2022 to 15 January 2023	Candidates for the pre-Master's programme Zigma (apply at https://vu.nl/nl/onderwijs/meer-over/aanmelden-zigma)
15 December 2022	Candidates for exemption based on an entrance examination

Exceptions for intake applications from 1 February 2024

Applications until	Intended for
31 January 2024	Candidates who have completed a VU Amsterdam Bachelor's programme that gives direct access to a VU Amsterdam Master's programme
31 October 2023	International candidates wishing to use the services of the International Office (Appendix 3: Facilities for international candidates)

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 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.
5. Payment of tuition fees: Tuition fees must be paid according to the provisions on tuition fees and other fees.
6. All registration conditions must be met by 31 August 2022.
7. Outstanding tuition or examination fees from previous academic years must have been paid in full.

3. 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 the guidelines on the VU Study Choice Check.

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 2023-2024](#).

4. Additional registration conditions for initial registration for Master's programmes

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

5. Additional registration conditions for pre-Master's programmes

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

6. 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 provisions on tuition fees and other fees.
3. 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 a, 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 2023.

7. Registration as a secondary subject student

Students on study programmes at other universities who, as part of their programme, wish to take one or more study components at VU Amsterdam, must [apply as secondary subject student](#) no later than during the [application periods](#) referred to in Article 1.

2. Requests must be accompanied by an official receipt of payment of tuition fees at the institution at which they were first registered.
3. The Faculty Board at VU University 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 VU University 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 can take similar subjects at their 'own' university;
 - d. If the applicant wishes to take subjects that will not be included on the diploma supplement for their first study programme;
 - e. 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

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
 - 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 2023-2024 academic year.

III. TUITION FEES AND REFUNDS

8. Statutory tuition fees

1. Those who meet the conditions 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 2023-2024 academic year are as follows:
3. Full-time, part-time, and work-study programmes: €2,314.
4. AUC students: €4,700.
5. PPLE students: €4,350.

6. First-year students who have not studied before pay half the statutory tuition fees, in accordance with the [government conditions](#).
7. Those who do not meet all the conditions for statutory tuition fees must pay the institutional tuition fees, in accordance with Article 7.45a of the Higher Education and Research Act.
8. Any student who has registered for a programme subsequent to their first programme, but before completing the first programme, must pay statutory tuition fees for the second programme, providing they do not pause, suspend or prematurely terminate their registration. This does not apply to students who start a third or later programme after completing their first.
9. 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 at a later time, the correct fees will be payable retrospectively.

9. Institutional tuition fees

1. Those who do not meet all the conditions for statutory tuition fees must pay the institutional tuition fees, in accordance with Article 7.45a of the Higher Education and Research Act.
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 registration (for a Bachelor's or Master's programme, or a secondary subject) will incur the institutional tuition fees listed in section 1. It will then not be possible to pay tuition fees using an official receipt of proof of payment of tuition fees from another institution of higher education.

10. Pre-Master's programme fees

1. The fees for a pre-Master's students 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 €38.55 per EC and €1,157 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.

11. 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.

12. Transitional arrangements

Transitional arrangements for institutional tuition fees for 2020

1. Lapsed
2. 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 year, counted from the time of admission.

Transitional arrangements for institutional tuition fees for 2021

3. Lapsed.
4. 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 year, counted from the time of admission.
 - a. Lapsed
 - b. 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).

13. 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 is 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

14. Termination of registration

5. Each registration ends by law on the last day of the academic year (31 August 2023).
6. Registrations may also be terminated in the following ways:
 - a. At the request of the student (via Studielink)
 - b. By the Student Administration 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 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*.
7. 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.
8. A student's registration will be terminated if the Student Administration establishes that the student has submitted evidence said to have been issued by another institution, but which in fact was not. After the date on which the Student Administration has established this information,

the student may not register for any programme at VU Amsterdam for the next two academic years.

15. Reimbursement of tuition fees

9. Requests for reimbursement of tuition fees will only be granted in the event of deregistration in accordance with the provisions in [Article 14 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 their registration.
10. If [Article 14 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.
11. In general, decisions are taken within one month of receipt of the request, but in any event before 31 December of the calendar year in which the end of the relevant academic year falls.
12. Registrations will be terminated or refused if the Student Administration establishes that the student in question has submitted evidence said to have been issued by another institution, but which in fact was not. No tuition fees will be reimbursed in the case of registrations terminated from 1 July or 1 August.
13. Refunds are paid to the bank account from which the tuition fees were paid.

V. OTHER PROVISIONS

16. Hardship clause

If application of these Regulations results in a patently unfair situation, the Director of the Student & Educational Affairs Service Department may, on behalf of the Executive Board, deviate from these Regulations in favour of the student in question. Students wishing to invoke the hardship clause must do so at studentenbalie@vu.nl¹ as soon as possible, but in any event no later than one month after the academic year concerned has ended.

17. Compensation 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 compensation amounting to one-twelfth of the institutional 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.

18. 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.

19. Provision of registration-related data

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

¹ 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 the Faculty Board of the faculty concerned and/or student counsellor will be asked for their advice.

Data Protection Regulation.

20. Period of validity

These Regulations will apply to the 2023-2024 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.

VI. APPENDICES

21. Appendix 1 Institutional tuition fees

Adopted by the Executive Board on 5 July 2022

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ABBREVIATIONS USED

- a. JD: Joint degree

EXPLANATORY NOTES

- A. Institutional tuition fees: Tuition fees set by the Executive Board for all individuals who are not eligible for the statutory tuition fees.
- B. Second degree: Tuition fees charged after a student has already completed a Bachelor's or Master's degree in the higher education system AND in case of registration for a second Bachelor's degree or a Master's degree.
- C. Non-EEA rate: Tuition fees for individuals who do not hold the nationality of an EEA country.
- D. The transitional arrangements for 2015 and 2018 are included in the Application and Registration Regulations 2020-2021. These transitional arrangements continue through the 2023-2024 academic year. As there are no students in the 2020-2021 academic year who meet all of the criteria for the transitional arrangements, these arrangements and the associated tuition fees are not stated in these Regulations.

22. Appendix 2 Protocol on the collection of tuition fees

1. The payment dates for the 2023-2024 academic year are: 25 September 2023, 24 November 2023, 25 January 2024, 25 March 2024, and 24 May 2024.
2. If any payment of tuition fees is unsuccessful, the student in question will be informed that their registration is being officially terminated. The notification will include the actual de-registration date.
3. If the student wishes to remain registered, they will be given 28 days in which to pay, by bank transfer, the entire remaining amount owed for the remaining portion of the academic year. Failure to make this payment will result in termination of the student's registration by the Executive Board.
4. Students in financial difficulties, or likely to face such difficulties, can at all times attend the Student Administration finance consultation hour to discuss payment of their tuition fees.
5. Termination of a student's registration does not affect VU Amsterdam's right to demand compensation from the debtor, in accordance with Article 15.2 of the Higher Education and Research Act, for education wrongly received, as well as to report the matter to the police with a view to criminal proceedings in accordance with Article 15.3 of the Higher Education and Research Act.
6. Any costs incurred by VU Amsterdam for collecting debt will be recovered from the debtor.
7. In the decision on terminating registration, the opportunity to lodge an objection within six weeks will be made clear to the debtor. If the objection is denied, the matter may be appealed to the Higher Education Appeals Tribunal in The Hague, the Netherlands, on payment of filing fees.
8. The lodging of an objection will not suspend the termination of the registration.

If a registration is terminated by VU Amsterdam, this may adversely affect the student with regard to the Education Executive Agency (DUO) and any study results they have obtained. Students are themselves responsible for avoiding any damages or penalties resulting from non-payment.

23. Appendix 3 Facilities for international candidates

Candidates who are not Dutch nationals but who are applying for an English-language programme and wish to be admitted on the basis of a non-Dutch educational qualification may use the following services:

- a. Application for a study visa from the IND
- b. Application for housing
- c. Application for scholarships: any candidate wishing to be considered for a scholarship (www.vu.nl/scholarships) must apply for their programme and scholarship by 1 February.

24. Appendix 4 February intake

The following programmes have a second intake moment, from 1 February 2024:

- Bachelor's in Physics and Astronomy (joint degree)
- Bachelor's in Chemistry (joint degree)
- Master's in Accounting and Control (part time)
- Master's in Chemistry (joint degree)
- Master's in Physics and Astronomy (joint degree)
- Master's in Tax Law
- Master's in Mathematics
- Master's in Law

25. Appendix 5 Inter-institutional partnerships

Programmes provided by VU Amsterdam together with partner institutions (University of Amsterdam (UvA), Leiden University (LEI), Erasmus University (EUR), and Protestant Theological University (PThU)) involving shared facilities.

Joint degree programmes

- Bachelor's in Liberal Arts and Sciences (VU - UvA)
- Bachelor's in Physics and Astronomy (VU - UvA)
- Bachelor's in Chemistry (VU - UvA)
- Bachelor's in Theology (VU - PThU)
- Master's in Bioinformatics and Systems Biology (VU - UvA)
- Master's in Business in Society (VU - UvA - EUR)
- Master's in Chemistry (VU - UvA)
- Master's in Computer Science (VU - UvA)
- Master's in Computational Science (VU - UvA)
- Master's of Teaching (Primary Education) (VU - UvA - LEI)
- Master's in Entrepreneurship (VU - UvA)
- Master's in Physics and Astronomy (VU - UvA)

Other types of collaborative partnerships with University of Amsterdam

- Bachelor's in Archaeology
- Bachelor's in Greek and Latin Language and Culture
- Bachelor's in Mathematics
- Bachelor's in Ancient Cultures
- Bachelor's in Dentistry
- Master's in Archaeology
- Master's in Archaeology (research)
- Master's in Artificial Intelligence
- Master's in Drug Discovery Sciences
- Master's in Classic and Ancient Civilizations
- Master's in Classic and Ancient Civilizations (research)
- Master's in Ecology and Evolution
- Master's in Heritage Studies Curating Art and Cultures
- Master's in Information Sciences
- Master's in Biomedical Technology and Physics
- Master's in Science, Business and Innovation
- Master's in Dentistry²
- Pre-Master's in Physics
- Pre-Master's in Chemistry

² The Bachelor's and Master's in Dentistry are provided jointly by VU Amsterdam and UvA, with students from the latter being registered in the VU Amsterdam Student Information System for administrative reasons.

26. 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 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.