

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. Participants 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. Participants 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 availability of spots per course(s). The final deadline of application is 1 May, which can be extended if there is still availability in 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 participant is expected to be familiar with the entry requirements when applying for the course.
- 2.3. If there are remaining doubts about a participant's academic level once the application documents have been assessed, VU Amsterdam Summer School reserves the right to ask for additional documents and/or a telephone/online interview.

3. English language skills

- 3.1. The same level of English is required for all courses. Participants 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 participant's own responsibility to determine whether they meet the English language level that is needed to successfully complete the courses. Participants 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 participant's 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/ online 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 and receive a full refund.

4. Selection and placement

- 4.1. Selection will take place based on rolling admission. Participants will receive a conditional admission statement based on eligibility for admission as well as availability in courses.
- 4.2. Conditional admission will not give participants the right to claim a place in 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 course, accommodation and social programme fees. However, any additional costs incurred by the participant such as travel arrangements or visa applications will not be reimbursed.
- 4.3. In case a participant wants to change courses, and there's availability in the new desired course, and the participant meets the entry requirements for 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. Participants 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.
- 5.3. Participants that request payment via invoice are required to have completed their payment before the beginning of the course. The cancellation rules and refund policy (clause 9) that apply to direct online payments are the same for invoice payments. This means if a participant has not cancelled officially, cancelled late or failed to show up, the VU Amsterdam Summer School is entitled to seek and receive the full payment of the course fees.

6. Accommodation

- 6.1. Participants can apply for short stay arranged by VU Amsterdam Summer School. The number of rooms available is limited, short stay accommodation is therefore not

guaranteed. Registration and payment do not secure your spot instantly. A confirmation email is sent within 5 business days and the booking is secured. In case a room cannot be allocated to a participant, the participant will receive a full refund.

- 6.2. VU Amsterdam Summer School recommends three organisations to provide housing, namely Hotel Jansen, OurDomain, The Social Hub, as are trusted options for student lodging.
- 6.3. The general payment procedure (clause 5) also applies to the accommodation.
- 6.4. For accommodation payments, special conditions apply to the cancellation and refund policy (clause 9).
- 6.5. Participants need to sign an accommodation contract with the housing organisation and a deposit may need to be paid to the housing organisation. 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 housing corporation responsible.

7. Social programme

- 7.1. The social programme is an optional part of VU Amsterdam Summer School for which additional fees are charged.
- 7.2. 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.
- 7.3. The general payment procedure (clause 5) also applies to the social programme.

8. Visa and Health Insurance

- 8.1. Participants 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. Participants should apply for a tourist visa and not a study visa.
- 8.2. 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.
- 8.3. Under Dutch law participants are required to have adequate health insurance and are responsible for arranging their own health insurance during their stay in Amsterdam.

9. Cancellation policy

- 9.1. If a participant 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:
 - 9.1.1. Cancellation before 15 May: 100% of the total fee will be refunded.
 - 9.1.2. Cancellation before 1 June: 50% of the total fee will be refunded (except for housing fees).
 - 9.1.3. Cancellation after 1 June: no refund will be given.

- 9.2. On 15 May, VU Amsterdam Summer School will inform the applicants whether there is a sufficient number of registrations for their courses and which courses are confirmed to run. It is recommended to wait on making travel arrangements until the courses are confirmed and the applicant's visa is approved (if applicable).
- 9.3. If a course is cancelled by VU Amsterdam Summer School, the course 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.
- 9.4. If on the first day of class a participant 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.

10. Transcript of records

- 10.1. Full-time attendance and active participation in class is required of all participants. 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 do not have exams) and students will be given a Pass/Fail or a grade for the course.
- 10.4. Participants will receive a transcript of records. The transcript includes information about the level descriptor(s) of the course(s) (e.g. Bachelor's or Master's) in Dutch and European qualifications frameworks and the total hours of workload needed in order to successfully complete the course(s). The workload time is used by the European Credit Transfer System (ECTS) to determine the credit weight per course. By European standards 28 study hours (both contact as well as self-study hours) symbolise one ECTS-credit. VU Amsterdam Summer School does not award ECTS's.
- 10.5. The participants are responsible for making arrangements for the transfer of credits to their home university. Neither VU Amsterdam Summer School nor VU Amsterdam can be held responsible for the students' credit transfer.

11. Code of conduct and liability

- 11.1. Participants are required to abide by all rules and regulations of VU Amsterdam Summer School and VU Amsterdam, House Rules, 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 participant, VU Amsterdam Summer School has the right to terminate the participant's participation and to expel the student in question. In case of expulsion no refund will be given to the participant.
- 11.2. VU Amsterdam Summer School does not accept any liability for any damages, loss, injuries suffered by the participant 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.

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 to the General Terms and Conditions, participants 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.