

## GENERAL TERMS AND CONDITIONS VU GRADUATE WINTER SCHOOL

VU Graduate Winter School is an initiative of Vrije Universiteit Amsterdam. Courses are exclusively designed for VU Graduate Winter School and are offered by lecturers from VU Amsterdam (often in collaboration with colleagues from partner universities or practitioners). The courses are taught online.

### 1. Application procedure

1.1. Master students, PhD candidates and professionals can apply using the online application procedure. Only full applications including all required documents will be considered for admission. Some courses are open to Advanced Bachelor students. The admission criteria can be found on the course pages of [www.vu.nl/winterschool](http://www.vu.nl/winterschool) under “admission”.

1.2. Applicants who submit their application, agree with these general terms and conditions of the VU Graduate Winter School.

1.3. Applications are considered on the basis of rolling admission. The final deadline of application is 1 December, with the exception of extension decided by the winter school team.

1.4. VU Graduate Winter School reserves the right to request additional documents if needed for the selection process.

### 2. Academic entry requirements

2.1. For the various levels of courses, different admission requirements are set. These are:

2.1.1. Master: at least enrolled in the 1st year of Master studies - professionals need to have a Bachelor diploma

2.1.2. PhD: at least enrolled in the 1st year of PhD studies

2.2. Individual courses may have their own entry requirements, which are defined in the course descriptions on the website of the VU Graduate Winter School. The student is expected to be familiar with the entry requirements.

2.3. If on the basis of the provided documents doubts remain about the academic level of the student, the VU Graduate Winter School reserves the right to ask for additional documents and/or a telephone/Skype interview.

### 3. English language skills

3.1. With respect to all courses the same level of English is required. Student 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 internet 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 tests to the VU Graduate Winter School.

3.3. If on the basis of the application doubts remain about the English language level of the student, the VU Graduate Winter School reserves the right to ask for additional documents and/or a telephone/Skype interview.

3.4. The VU Graduate Winter School does not accept liability for any inconvenience or failure to attend due to the participant’s lack of English language proficiency.

#### **4. Selection, placement and participation requirements**

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. When submitting an application, the payment has to be completed immediately afterwards. Without the payment, an application is not complete. In case a student cannot be accepted by VU Graduate Winter School, the paid fees will be refunded within 30 days.

4.3 Two-weeks prior to the start of the course, participants receive access to the learning environment, Canvas.

4.4 The winter courses are taught online. Participants join remotely and are required to arrange their own study space with a laptop/computer/tablet and need to have access to internet in order to follow the course.

#### **5. Payment procedure**

5.1. VU Graduate Winter 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 the VU Amsterdam Graduate Winter School by e-mail ([graduatewinterschool@vu.nl](mailto:graduatewinterschool@vu.nl)) to inquire about paying by means of international bank transfer. Please be aware that payment by international bank transfer will imply the payment of extra bank fees.

#### **7. Cancellation policy**

7.1. If a student has been accepted to VU Graduate Winter School and has paid the tuition fee, but due to unforeseen circumstances needs to cancel, the following refunds will be given:

- Cancellation before 30 November (23:59 CET): 100% of total fee will be refunded
- Cancellation between 1 December and 4 December (23:59 CET): 50% refund will be given
- Cancellation from 5 December: no refund will be given

7.2. Before 15 December students will be informed by the winter school team about the continuation of the course; whether the course is confirmed to run is based on the number of applications.

7.3. If a course is cancelled by the VU Graduate Winter School, all fees will be reimbursed.

## **8. Transcript of records for Certified Participants**

8.1 Full time attendance and active participation in class is required of all students registered for certified participation (some courses also offer auditing participation). Not meeting this requirement may result in failing a course or dismissal from the VU Graduate Winter School.

8.2 Under no circumstances are academic dishonesty, plagiarism and cheating accepted.

8.3 All courses will be concluded with some form of examination and students will be given a Pass/Fail or a grade for the course.

8.4 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).

8.5 The students are responsible for making arrangements for the transfer of credits to their home university. Neither VU Graduate Winter School nor VU Amsterdam has any responsibility in this respect.

## **9. Code of conduct and liability**

9.1 Students are required to abide by all applicable rules and regulations of the VU Graduate Winter School and VU Amsterdam. In case of violation by the student, the VU Graduate Winter School has the right to terminate the student's participation and to expel the relevant student. In case of expulsion, no refund will be given to the student.

9.2 These general terms and conditions will supersede and override any different or additional terms or conditions in relation to the VU Graduate Winter School, as for instance put forward by partner institutions.

9.3 Any disputes between the participant and the VU Graduate Winter School that cannot be resolved in mutual consultation will be brought before the Amsterdam Court under Dutch law.

## **10. Consent photography/video material**

10.1 By agreeing with the General Terms and Conditions, students give permission to be featured in commercially-used photography or video footage of the VU Graduate Winter School, which can be used at the full discretion of VU Graduate Winter School Staff.

## **11. Certified versus Auditor participation**

For some courses it is possible to choose between certified participation or auditor participation. This is not offered by all courses.

Certified participant: As a certified participant, the participant will have access to all the lectures and workshops of the selected winter course. In addition, the participant will complete assignments which are graded and a certificate for participating in the winter course is sent digitally afterwards. Available for all winter school courses.

Auditor participant: As an auditor participant, the participant will have access to all the lectures and workshops of the selected winter course (not available for all courses) for a discounted price. The participant will, however, not participate in assignments and will therefore not receive a transcript of records or study credits after completing the course. The courses that are offered on Auditor level are published on [www.vu.nl/winterschool](http://www.vu.nl/winterschool).