**Application Form Vrije Universiteit Amsterdam**

**Application to the Culture, organization and Management Master’s Degree for national Degree holders (COM)[[1]](#footnote-2)**

**Instructions:** Please submit all requested documents in this format. First read the instructions, then you can delete the text and paste the requested documents on the page. When you have added all the documents, you can save this document in its entirety in .PDF format. Then upload this document in the section *Complete application* on your personal dashboard on vu.nl. Please only submit a complete application form containing all requested documents in this template.

After submitting the application form, we will review all documents. If one or more documents are rejected, you will be informed by e-mail and told what changes are required. Please also keep an eye on your student e-mail address. After that, please replace the old document with a new, complete application form. form.

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| **Details regarding your *previous* or *current* education**  If you have completed multiple degrees at university level (Bachelor and/or Master), make sure to mention all of them and number them accordingly. | |
| **Country of your previous education** |  |
| **Name of the university** |  |
| **Title of the degree(s) in English as well as in the original language** (for example: Bachelor, License, Laurea, Mestre, etc.) |  |
| **Subject of your degree** (for example: Bachelor of Science in Political Science) |  |
| **The (expected) date of graduation** |  |
| **Nominal duration of your programme(s)/ degree(s) in years** (number of years to complete your programme) |  |
| **Total credits needed to complete your degree** |  |
| **Is a thesis part of your curriculum?** |  |
| [**English language test results**](https://vu.nl/en/education/more-about/language-proficiency-requirements-master)(if not obtained yet or exempted, please indicate the expected date of submission) |  |

**Curriculum Vitae (CV)**

A curriculum vitae that includes your personal details and lists your previous education and relevant work experience.

**Motivation letter (in English)**

Explain in maximum 1 page in English how you meet the requirements of the master's degree.

**Transcript of records**

Completed Bachelor and/or Master programmes:

* Add here a certified grade lists of all completed Bachelor and/or Master programmes.
* If any courses were obtained during an exchange that do not appear on the certified grade list, they should be added separately.

Not yet completed Bachelor and/or Master programmes:

If you have not yet graduated at this point, please add a certified grade list of the courses obtained so far. Add the courses yet to be completed in the course descriptions (see below).

**Course description (including used literature)**

In the table below, give a description of all subjects (also if above the minimum required EC) taken from university programme(s) that are relevant to the intended master's degree because they meet the requirements. Do not forget to name the literature used.

If you are still working on a relevant course and it does not yet appear on the marks list, indicate clearly that this course has not yet been obtained.

**Prerequisite 1:**

At least 6 EC in the field of qualitative research methods.

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| Prerequisite 1:  Qualitative research methods | Name of course: | Obtained grade: | Amount of EC obtained | Link of study guide/subject description incl. mentioning which analyses were taught, which programme you used to learn the analyses and the literature used. |
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| Total amount of EC obtained (minimum 6 EC) |  |

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| Voorwaarde 1b:  Quantitative research methods | Name of course: | Obtained grade: | Amount of EC obtained: | Link study guide/subject description incl. indication of which tests were used, method of data collection and literature used |

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| Total amount of EC obtained (minimum 6 EC) |  |

**Prerequisite 2:**

At least 6 EC obtained in the field of Organisational Science.

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| Prerequisite 2:  Organisational Science | Name of course: | Obtained grade: | Amount of EC obtained: | Link study guide/course description incl. literature used |
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| Total amount of EC obtained  (minimum 6 EC) |  |

**Prerequisite 3:**

At least 6 EC in the field of theory on methods and techniques of social science research.

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| Prerequisite 3:  Methods and techniques of social science research | Name of course: | Obtained grade: | Amount of EC obtained: | Link study guide/subject description incl. mention of literature used. |
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| Total amount of EC obtained  (minimum 6 EC) |  |

**Proof of academic writing (in English)**

Please submit an English-language academic piece such as (parts of) a thesis, paper or essay, with a clear research question, explicit research methodology, theoretical framework and references to scientific literature, minimum 5 pages.

**English language test results**

***Optional*** *document at this stage of the application.*

You can already apply without having the English language test results and you do **not** need to include them in this application template. Also it can be that you are exempted from the English language requirement. All conditions on the basis of which you can be exempted from the English language test can be found on the programme page ofCulture, Organization and Management.

If you already have **valid and sufficient** test results, please **upload** them via your VU personal dashboard in the separate category.

Please note that the minimum required scores can differ per Master’s programme. For all relevant information on our English language test requirements, please [visit this page](https://vu.nl/en/education/more-about/language-proficiency-requirements-master).

1. If you have completed one of the following Bachelor's programmes, you are directly admissible and do not need to submit additional documents (with the exception of an English language requirement certificate): Business Administration, Cultural Anthropology and Development Sociology, Management and Organisation Science, Organisation Studies, Political Science, Psychology track Social- or Work and Organisational Psychology (please add proof of the track you follow(ed) to your VU Dashboard), Sociology, Interdisciplinaire Sociale Wetenschappen, Liberal Arts and Sciences (AUC opleidingen), Personeelswetenschappen (TU) . Also, after obtaining a Bachelor of Science (BSc - WO) in combination with a minor in organisational sciences, such as the FSW Minor in Management Science (30 EC) or the FSW Minor in Organisational Science (30 EC), the premaster COM offered at the VU or the qualifying minor in SWO (social scientific research) from Amsterdam University of Applied Sciences (HvA) in combination with a supplementary subject from the VU and a completed HBO study programme, you will fall under the category directly admissible and therefore you do not need to submit this document. However, if you have taken one of the above-mentioned transfer disciplines, we would like to receive proof of this in your VU dashboard. [↑](#footnote-ref-2)