ADMISSION AND ENROLMENT REGULATIONS post-initial education ITC

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ART. 1 INTRODUCTION AND STATUS OF THE REGULATIONS

The enrolment of students at an institution for higher education is bound by law. The generally applicable rules are described in Chapter 7, Title 3 WHW. Within the frame of this law, the University of Twente has its own registration regulations for initial education.

The regulations in this document refer to post-initial education at the Faculty Geo-Information Science and Earth Observation (ITC) consisting of

- the Master's Geo-information Science and Earth Observation,
- the Post-Graduate Diploma Course in Geo-information Science and Earth Observation and,
- credit bearing and non-credit bearing short courses.

These regulations are referred to as the ITC Admission and Enrolment Regulations for post-initial education. These regulations include the university's and ITC web pages to which this document refers. These reference pages form an official part of the enrolment regulation and are leading and binding for the interpretation of these regulations.

Art. 1.1 Adoption Procedure

The Admission and Enrolment Regulations post-initial education at the Faculty Geo-Information Science and Earth Observation (ITC) are referred to in the Enrolment regulations University of Twente as adopted by the Executive Board and apply until a new version is adopted.

Art. 1.2 Distinction between admission and enrolment

There is an important distinction between **admission** and **enrolment.** Admission means that a student has informed the Faculty ITC that they wish to follow a degree programme or course at the Faculty ITC; has submitted the required supporting documentation; and is admissible to the degree programme or course they have applied for enrolment concerns the rules to turn an admission into an active enrolment that entitles the student to participate in the education provided by the Faculty ITC and to use the educational facilities of the University of Twente.

More information on how to apply for a programme or course can be found on the ITC website.

ART. 2 ADMISSION

Admission is the process of start of the application up to being academically admissible for the desired education programme or course.

Art. 2.1 Required documents

To be admitted, applicants must submit an application for admission via Studielink (in case of a master's programme) or Osiris with required supporting documentation. Supporting documents consist of the following:

Official college/university bachelor degree certificate and transcripts of records. Degrees or academic records must have been issued by a recognised college or university and the degree must be stated clearly on the transcript.

Test of English as a foreign language. Proof of a minimum TOEFL or IELTS score must be produced by students having completed academic studies in a country where English is not the officially recognised native language. For the latest admission requirements and English test score requirements check the ITC website.

Official proof of identification (a passport (mandatory for non-EER students) or international ID card).

Art. 2.2 Acceptance

In case of academic acceptance, accepted candidates receive an admission letter and a pro forma invoice. an Admission letter remains valid for one year for the course the candidate applied for. Therefore, candidates are advised to re-apply for the next course when a new admission letter and pro forma invoice are needed.

Art. 2.3 Not accepted
Non-admitted candidates receive a message by email specifying the reasons for non-admission.

Art. 2.4 Conditional Acceptance
Academically acceptable candidates who are unable to provide official undergraduate credentials (diploma and transcripts) due to the fact that they are still completing the final undergraduate semester at the time of application, will receive a conditional letter of acceptance and a pro forma invoice.

Art. 2.5 Application deadlines
Application deadlines can be found on the ITC website. Applications submitted after these deadlines will not be processed.

ART. 3 ENROLMENT

Art. 3.1 Conditions for enrolment
IN THE POST-INITIAL MASTER'S PROGRAMME GEO-INFORMATION SCIENCE AND EARTH OBSERVATION

Admitted candidates are only enrolled as students of the Master of Geo-information Science and Earth Observation if they can demonstrate having met the following conditions:

- They have met their tuition fee obligations in accordance with the payment procedure adopted by the Faculty ITC; see Article 3.5 of these regulations.
- Upfront payment of living allowance, if applicable; see Article 3.6 of these regulations.
- They have met their financial obligations regarding visa and insurance (see articles 3.7 and 3.8).
- The student has a valid visa and has applied for a residence permit. For more information, please visit the Visa and Immigration page on our website.
- Enrolment is always per the 1st of September, even if the steps for enrolment are finalised after that date, but no later than 30 September.

3.1.1 Additional conditions for enrolment in a joint programme
Students who enrol in a Joint Educational Programme (JEP) as part of the master's programme where the University of Twente is penholder, are registered for the entire period of the programme, including the part that they study at the partner university. Agreements made in the context of partnership agreements made between the universities regarding enrolment and institutional fees, shall be observed.

To prevent students participating in a Joint Educational Programme as part of the master's programme from paying tuition fees at multiple institutions at the same time, the Executive Board of the UT may grant a full exemption from tuition fees during the months that the student pays tuition fees at a partner university. Proof of payment must be provided for this. For countries and partners where no tuition fees are charged, proof of enrolment at the partner university is sufficient. This also applies in the event that no tuition fees are paid at the partner university. Both students who pay the institutional fee and the statutory tuition fee rate are eligible for this arrangement.

3.1.2 Bachelor's-before-Master's rule
A student may only be enrolled in a master's programme, if they can demonstrate that they have completed their bachelor's programme before the start of the master's programme.

Art. 3.2 Conditions for enrolment in credit- and non-credit bearing courses
Application for credit bearing and non-credit bearing courses at ITC is done by using the UT online course application system after selecting a course in the ITC study finder. The steps to be enrolled for a programme or course can be found on the application website .

Art. 3.3 Proof of enrolment and student identity card
If the enrolment of a student has been completed, an address in the Netherlands has been entered in Studielink, and a photo has been uploaded in the Student Information System (Osiris), the student will receive or can collect a student identity card from the University of Twente (Student Services).

The student identity card as issued by CES-SAS states the surname and first initials of the student, a passport photo, student number and the library code, and is valid until the end of enrolment.

The proof of enrolment as issued by CES-SAS states the surname and the first initials of the student, date of birth, student number, the period of enrolment, the programme and the type of enrolment, and is valid for the relevant academic year. Students can download this proof in Osiris Student or request a copy of this document at Student Services (studentservices@utwente.nl).

Students may request a duplicate of their student ID card. The student must then pay a fee of €10.

Students **do not** receive a student identity card when their minimum period of study is less than 1 month.

Rules for obtaining and using these documents can be found on the following page:
https://www.utwente.nl/en/student-services/admission-enrolment/studentcard/

Art. 3.4 Starting dates

Students of the master's programmes and post-graduate diploma course of the Faculty ITC are expected to be present one week prior to the start of the academic year of the master's programmes and post-graduate diploma course.

For courses other than the master's programme and post-graduate diploma course, the starting date of the course is the first day of the programme as mentioned on the website.

Art. 3.5 Tuition fees and payment

3.5.1 Tuition fees

The levels of tuition fees are determined each academic year.

The tuition fees of M-GEO cover a single academic year. The tuition fees of the credit and non-credit bearing courses cover the period of the course or the study load in EC.

Please visit the website listing the tuition fees for the most **current tuition fees and costs**.

3.5.2 Additional costs

The stipulated tuition fee includes the participation in courses and exams and the use of required study materials and software. Study books, laptop and other materials, and activities arising from the course, are to be paid for by students themselves.

3.5.3 Fieldwork, excursions and internships

Some ITC courses include an element of fieldwork or a study excursion. In the event of cancellation of planned fieldwork or study excursion, ITC has no obligation to provide a substitute. If a course does not include fieldwork or study excursions, a candidate has no right to claim a refund of tuition. If applicable, the execution of fieldwork must be in compliance with the Rules and Regulations of the student's sponsor. Costs incurred through internships are at the students' own account and are not covered by the tuition fee.

3.5.4 Payment deadlines

For the M-GEO programme, the student pays the tuition fee for each academic year prior to the start of the academic year, before 1 June. For the first year the non-EEA student is required by law to pay the annual tuition fee in full. For the second year (and possible subsequent years) the student has the possibility to pay the tuition fee in 2 instalments. The deadline for the 1st instalment is 1 June and the deadline for the 2nd instalment is 1 January.

3.5.5 credit and non-credit bearing courses

For the credit and non-credit bearing courses the student pays the full tuition fee (and living allowance and insurance) in advance.

3.5.6 Extensions

If a student in a credit or non-credit bearing course, including PGD, extends beyond the nominal study period, additional tuition fees must be paid. The height of this amount is determined by the period the student extends the studies. The extended study period is based on an agreed study plan. The determined amount (calculated in months) has to be paid in full before the extension starts.

3.5.7 missed payment deadlines

If a student does not meet the payment deadline(s) as mentioned in 3.5.5, the deregistration process will be initiated, i.e. if the person enrolled in a programme or course has not paid their tuition fees after a reminder, the faculty ITC may terminate the enrolment with effect from the second month following the

reminder (see also 3.10.3 stemming from WHW article 7.42(2)). Any subsequent consequences involving their residence permit is the sole responsibility of the student.

Art. 3.6 Living allowance

The student is responsible for covering their costs of living. Non-EEA students staying in the Netherlands for more than 90 days are obliged by Dutch law to have sufficient means for living in the Netherlands for at least a year. **Therefore ITC requires the student to pay upfront the minimum costs of living for the first academic year.** ITC will make monthly reimbursements of the living allowance to the Dutch bank account of the student. For an indication of these costs, visit this website: https://www.utwente.nl/en/education/student-services/upcoming-students/money-matters/cost-of-living/ .

Availability of funds for costs of living during their second or consecutive years of study, must be indicated and declared by the student through a special form of the Dutch immigration service (IND). These costs can also be paid to ITC, in order to receive a monthly living allowance as provided during the first academic year.

Faculty ITC recommends non-EEA students staying in the Netherlands for less than 90 days to also pay their living allowance upfront.

Art. 3.7 Visa costs

Most non-EEA students need an entry visa and/or residence permit to travel to and stay in the Netherlands. If applicable, ITC arranges the authorisation for temporary stay (Machtiging Voorlopig Verblijf -MVV) and the residence permit (verblijfsvergunning-VVR).

The residence permit is usually valid for the duration of your study plus 3 months. Exact details can be found on the website of the Immigration and Naturalisation Services (https://ind.nl/en/residence-permits/study/student-residence-permit-for-university-or-higher-professional-education).

The costs for obtaining the visa and/or residence permit are determined by the Dutch gouvernment every year in January. These costs have to be paid together with the insurance and tuition fee for the first academic year before the payment deadline of 1 June. The costs can be found on the website of the Immigration and Naturalisation Services (https://ind.nl/en/fees-costs-of-an-application#costs-residence-permit).

Credit bearing and non-credit bearing short course (shorter than 90 days) students need to apply for a short visit visa at the Netherlands Embassy/Consulate in their home country at their own costs.

Art. 3.8 Insurance

Students are required by law to hold full medical insurance. ITC arranges comprehensive insurance cover (medical, travel and legal liability) in advance of arrival for 2 academic years or the duration of the course. Participants (generally from countries in the European Union) holding their own medical insurance are obliged to provide coverage information and are, if necessary, advised to add additional coverage.

If a candidate decides to opt out of the comprehensive insurance cover provided through ITC, they have to inform ITC before 1 June. If they opt out, they are fully responsible themselves to have and arrange insurance that meets legal obligations.

Payment of the full insurance amount must be done together with the tuition fee for the 1st academic year in case of an MSc programme or together with the tuition fee for the full course in case of credit bearing and non-credit bearing courses, including the Postgraduate Diploma course.

Art. 3.9 Renewal of enrolment

Enrolment is valid for one academic year. Students need to re-enrol themselves via Studielink before August 31st for the next academic year. For more information, visit re-enrolment. Students who pay the tuition fee for the 2nd academic year in two instalments must pay the first instalment before the deadline to be enrolled in the second academic year. If a student does not pay the tuition fee (instalment or full) before the next academic year (in accordance with article 3.5), they will **not** be enrolled and cannot participate in any form of education.

Art. 3.10 Termination of enrolment

3.10.1 Cancellation of a programme or course by the Faculty ITC

If there are insufficient students, Faculty ITC is entitled to cancel the programme or course. Students will receive a written notification to this effect after the payment deadline has passed in June, at least two months prior to the start of the M-GEO or the Post-graduate Diploma (PGD) programme, and one week before the start of all other courses. Any payment already made to Faculty ITC for tuition fees and redeemable student costs will be fully refunded. The student is not entitled to any other compensation from ITC. Participation in a similar Faculty ITC course can be arranged in consultation.

3.10.2 The Faculty Board of ITC may terminate the enrolment in the following cases:

If, despite due notice, the student has failed to pay their tuition fees. Termination of enrolment may take effect from the second month following the notice (article 7.42(2) of the WHW)

If the student has demonstrated that they are unfit for a future career in the relevant field due to their conduct or statements (Section 7.42a of the WHW). Enrolment will be terminated from the first of the month following the request from the Faculty ITC.

If, at the request of the examination board of the Faculty ITC, the student is guilty of a serious case of fraud (Section 7.12b(2) of the WHW). In the case of fraud, enrolment may be terminated for a maximum of one year. If the fraud is serious, then enrolment may be terminated permanently. Enrolment will be terminated from the first of the month following the request of the examination board.

If the student does not abide by the University of Twente house rules (https://www.utwente.nl/en/service-portal/campus/rules-and-regulations-on-our-campus/house-rules-ut) and disciplinary measures (Section 7.57h of the WHW). Enrolment will be terminated from the first of the month following the request from the Faculty Board.

In the event of the student's death. Enrolment will be terminated from the first of the month following the month of death.

3.10.3 Termination of enrolment by the student and reimbursement

The student can terminate enrolment by deregistering in Studielink. The enrolment will be terminated on the first day of the following month.

Upon early termination of enrolment in the accredited post-initial Master's programme of Geo-information Science and Earth Observation (M-GEO) or the Post-graduate Diploma (PGD) Course, the student or sponsor is entitled to a refund of one-twelfth part of the tuition fee paid per year, for each full remaining month until the end of the course that was paid for. If enrolment for a programme that started in September is terminated in July or August, the student will not be entitled to a refund for these remaining months.

3.10.4 Termination of enrolment for courses other than mentioned above

For a course other than mentioned under 3.10.3 and based on a written request from the student for early termination of enrolment:

- Terminations by the student done **prior** to two months before the start of the programme will be fully refunded.
- Terminations by the student done **within** two months before the start of the programme will be 85% refunded.
- Terminations by the student **after** the start of the programme entitles the student or the sponsor to a pro-rata refund of the paid tuition fee for each remaining full month minus two.
- Refunds will be made by Faculty ITC to the party that made the payment within 6 months.

3.10.5 Reimbursement after visa-denial

Students who were not granted a student visa to enter the Netherlands can be fully reimbursed, if written official documentation is provided of such visa denial.

3.10.6 Reimbursement after cancellation beyond students control

Students who are not able to come to ITC due to reasons beyond their control, are eligible for full reimbursement of their tuition fee payment, if they request a refund before classes begin and provide sufficient supporting evidence for these reasons. ITC will decide if the supporting evidence is sufficient. In case costs for visa and/or insurance have been made already, these costs won't be reimbursed.

3.10.7 outstanding financial obligations
In the case of a termination of enrolment, an invoice will be drawn up with any outstanding financial obligations towards the Faculty ITC. In case the student has outstanding financial obligations towards the Faculty ITC, they have to be fulfilled before the student can receive any certificates of attendance or a diploma and departs.

ART. 4 FORCE MAJEURE AND LIABILITY

ITC strives to carry out the courses to the best of its understanding and ability.

If, as a result of force majeure, ITC must deviate from the course data and location stated, ITC is not liable for any resulting damage. The term “force majeure” is taken to include any unforeseen circumstances beyond ITC’s control that compels it to deviate from the course data stated.

Any liability of ITC for damage, for whatever reason, to a student or third party that has occurred in connection with the course, including damage through theft or loss and possible consequential loss or product damage, is limited to the amount that, in the case in question, has been paid by the person concerned in tuition fee and will never amount to more than the amount that ITC’s liability insurer will pay out in the case in question.

Compensation can be claimed from anyone who makes unlawful use of course resources.

ART. 5 REGULATIONS ON COMPLAINTS

Complaints regarding the Admission & Enrolment regulations for post-initial education and courses of the Faculty ITC can be addressed by sending notice thereof to the Education & Research Support Department at admission-itc@utwente.nl.

The academic appeal process is stated in the Education and Examination Regulations (EER) for the relevant academic year.

ART. 6 HARDSHIP CLAUSE

In very special circumstances, at the discretion of the Faculty Board of ITC, where the rejection of a request on the basis of these admission and enrolment regulations would lead to significant unfairness, the Faculty Board of ITC may deviate from these admission and enrolment regulations.

APPENDIX 1: DEFINITIONS

Academic year	The term that starts on 1 September and ends on 31 August of the following year
Additional (study) costs	Additional expenses which may include, but are not limited to, living allowance (including room and board), insurance, residence permit and possible additional study costs
Admission	The process of becoming an academically acceptable and eligible candidate after the application has been received.
Applicant	Those who have applied with ITC for the post-initial master's programme and post-initial courses (or its derivative variances)
Application	The registration of the applicant in the online UT application system (Osiris) and the provision of the relevant document for admission.
Candidate	Those who have been academically accepted with ITC but have not yet fulfilled their financial obligations with regard to enrolling for a programme or a course
CES-SAS	Centre for Educational Support, specifically the Student Affairs & Services department of the UT
(short) Course	Education offered by the Faculty ITC with a specific start and end date varying in duration from 3 weeks to 12 months
Credit bearing short course	A course that involves studying parts of the post-initial master (of science) programme and are credit bearing. They lead to a certificate upon successful completion. Their respective European Credits (EC) can be transferred towards a degree granting programme such as the master (of science) as offered by the Faculty ITC
Degree programmes	All programmes conducted, with the purpose of obtaining a graduate degree or diploma and accredited by the NVAO
EC	ECTS credits according to the European Credit Transfer System. The number of EC expresses the volume of learning based on the defined learning outcomes and their associated workload
Enrolment	The official registration by the Admission Office into the chosen educational programme. By enrolling, the candidate becomes a student of the University of Twente.
Faculty ITC or ITC	The Faculty of Geo-Information Science and Earth Observation at the University of Twente
Institutional tuition fee	The tuition fee as set by The Executive Board of the University of Twente in accordance with Section 7.43 paragraph 1 and Section 7.46 of the WHW
ITC Admission and Enrolment Regulations	The enrolment and admission regulations that apply to the accredited post-initial Master's programme of Geo-information Science and Earth Observation (M-GEO) and to credit and non-credit bearing courses that are offered by ITC that are considered not funded (according to the WHW)
ITC website	ITC's internet pages accessible via the homepage at www.itc.nl
M-GEO	Accredited Post-initial Master's programme Geo-information Science and Earth Observation
Master's or master programme	Education programme leading to Master of Science diploma
Non-credit bearing short course	Course offered by ITC for which after successful completion a certificate of attendance will be issued, but which bears no official credits (EC)
Post-graduate diploma (PGD)	A special credit bearing course consisting largely of the first year of M-GEO
Post-initial education	Non- subsidised (according to the WHW) education
Premature termination	Termination of participation and course agreement before the termination of the admitted period and after the start of the programme or course
Sponsor	A person or organisation who is financing the course fees and living costs of the applicant or a group of applicants in a course
Student	Those who have been accepted by ITC and have met all obligations to be enrolled with ITC for a programme or a course.
UT	University of Twente
WHW	The Higher Education and Scientific Research Act (WHW)