



**Approved by:
President of VU Prof. Gabriel Rusu**

RULES ON THE ADMISSION OF STUDENTS

IN THE

VENLO UNIVERSITY B.V.

Venlo, 2018

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I. GENERAL PROVISIONS

Article 1. These Rules on the admission of students in the Venlo University (hereinafter referred to as “the University”) are adopted in compliance with the Rules on the structure and operation of the University and sets out the terms and conditions for admission of candidate students.

Article 2. (1) Citizens of the European Union (EU) and European Education Area member states, as well as citizens of third countries may be students in the University in education and qualification degrees (EQD) “bachelor” and “master”, including when master degree may be obtained immediately after secondary education if they hold a diploma for secondary education recognised by the respective country for applying to a higher education establishment.

(2) Individuals apply for admission to the University by submitting the documents under Section II within the time periods published on the University’s website.

(3) The ranking for the Architecture master academic standard is made on the basis of the results from competition examinations in the University and the marks from the diploma for secondary education.

(4) For bachelor academic standards admission is based on documents and marks from state matriculation examinations and the diploma for secondary education.

Article 3. (1) Applying and ranking are carried out according to the announced places by academic standards, which the candidates may arrange in descending order of their wishes when submitting the documents.

(2) When the announced places are less than the candidates, they are ranked according to their documents and average grade, which is formed under the procedure as set out in section VI of these Rules. When the announced places are more than the candidates, students are admitted without competition, however they should meet the threshold criteria as set out in paragraph 5 of this article.

(3) Threshold criteria are as follows:

1. average result from the diploma for completed secondary education not less than
2. “Good” (C)¹;
3. the mark from the state matriculation examination in Mathematics, if sat, or the average mark in Mathematics from the diploma for secondary education,
4. where state matriculation examination in Mathematics is not sat – not less than “Good 4” (C);
5. knowledge in English at TOEFL (at least 70 points), SAT, ACT, IELTS (at least 5.5) level.

(4) When the candidate has no document for meeting the requirements in Mathematics or English language, they may sit an admission examination in the University to prove the possession of equivalent training.

Article 4. (1) The University admits graduates of the secondary schools in the Netherlands as students with status of conditionally admitted students.

(2) The candidates under paragraph 1 submit their documents after the beginning of the second term of their last academic year in the secondary school, and upon completing their education they submit the duly issued diploma.

(3) During the conditional status the candidate may attend courses in the University for the purposes of enhancing their education level and preparation for the respective specialty.

¹ Marks with letters are according to the European Credit Accumulation and Transfer System (article 78, paragraph 1, item 1 of the Rules of the venlo University).

(4) The university organises preparatory courses in English, Mathematics and (if needed) in Physics, including for the candidates under paragraph 3. These courses are with duration of 3, 6 and 9 months, depending on the desire and level of the preliminary preparation of the candidates.

Article 5. (1) The threshold requirements under article 3, paragraph 4 are valid for education and qualification degree “master” in the Architecture academic standard after completed secondary education.

(2) Ranking for education and qualification degree “master” after completed secondary education in Architecture academic standard is carried out under section VI of these Rules on the basis of the results from successfully passed competition examinations.

(3) According to the Rules on the structure and operation of the European Polytechnical University, for the purposes of verifying the specific abilities and talent of the candidate required for studying in the Architecture academic record, competition examinations in two rounds.

Article 6. (1) Candidate students with minimum total result from the course of study 4,00 and minimum average result from the Mathematics disciplines (as set out by the respective Program Council) – good 4,00, are admitted to education and qualification degree “master” after completed higher education in all master’s academic standards.

(2) When the candidate has completed higher education with education and qualification degree “bachelor” of the same professional trend, the duration of the study is at least 1 year.

(3) When the candidate has completed higher education with education and qualification degree “bachelor” of another professional trend, the duration of the study is at least 1,5 years.

(4) When the candidate has completed education and qualification degree “professional bachelor”, the study is carried out under different curricula with duration of not less than two years.

(5) The candidates under the three types of study under paragraph 2, paragraph 3 and paragraph 4 are being ranked separately by groups.

II. DOCUMENTS AND APPLICATION FEES

Article 7. (1) Application documents after secondary education are as follows:

1. Application form or online application form in the internet: www.venlo-univrsity.nl;
2. Copy of the diploma for completed secondary education with academic record of the marks of different disciplines;
3. When the candidate is or has been a student in another university, they enclose an academic record from this university too.
4. Copy of ID card (for candidates from Bulgaria) or a copy of passport (for foreign candidate students);
5. Copy of TOEFL, SAT, ACT, IELTS document. Such document is not required where the secondary or higher education establishment from which the student has submitted a diploma is an English language establishment or if the candidate's mother language is English, for which an official document should be enclosed;
6. For the Architecture academic standard, a portfolio of 10 works (drawings, collages, plastic arts, etc., including colour);
7. Upon candidate's discretion, references from a lecturer in the school or university the candidate has studied (in English). Such reference is submitted in electronic format signed with the names and the titles of the issuer with specified email and contact phone.
8. Documents for paid application fee.

(2) In case of admission under article 3, paragraph 3, the candidate students may submit documents for admission also after the beginning of the classes, however they are admitted conditionally.

(3) When the number of conditionally admitted candidate students under article 3, paragraph 3, is enough to organise a group study, for them the academic year may commence during the summer semester.

(4) Laureates and first place winners at national and international Olympiads in Mathematics, Informatics and Physics should submit a scanned copy of an original document issued by the Ministry of Education, Youth and Science for the marks of the respective subject relieving them from tuition fee during the first academic year.

(5) Application documents in education and qualification degree “master” after completed higher education are the same as in paragraph 1 of this article, however candidates submit copies of their diplomas for completed secondary and higher education.

(6) The list of required documents is officially published on the website of the University – www.venlo-university.nl.

Article 8. (1) The application fees are defined by the Board of Trustees and are published on the website of the University. They are paid by means of bank transfer to the specified current accounts.

(2) The following individuals are exempted from application fee:

1. complete orphans (up to 25 years of age);
2. individuals with permanent disabilities and reduced working capacity of more than 70%;
3. disabled soldiers;
4. individuals who have lived, until reaching full age, in homes for bringing and education of children without parents;
5. laureates and first place winners at national and international Olympiads in Mathematics, Informatics and Physics.

III. SUBMISSION OF DOCUMENTS

Article 9. (1) Candidate students submit their application documents online on www.venlo-university.nl or in the University, address: city of Venlo, Prinsessesingel 30, 5911 HT p.m. in Student Policy Office.

(2) When documents are submitted in the University, the order of wished academic standards (specialties) and the candidates' details are entered in the computer system in the presence of the students.

(3) Each candidate student receives a computer printout of the application form.

(4) The application fee is EUR 50 for Human Medicine, and EUR 20 for all other academic standards.

(5) Conditionally enrolled students submit their documents until February for the respective academic year. The transferred application fee is EUR 200, which is later deducted from the semester tuition fee upon enrolment with already issued diploma and upon obtaining student rights.

(6) The paid EUR 200 fee under paragraph 6 is not subject to reimbursement in case of refusal and non-enrolment of the conditional candidate as a student.

IV. COMPETITION AND ADMISSION EXAMINATIONS

Article 10. (1) Examinations for admission in the University are competition examinations when ranking the candidates for a specific number of places under article 3, paragraph 2. When the places for admission are not limited but the candidates do not meet the threshold criteria, they may sit for admission examinations.

(2) Competition examinations in the University for the 5 years master's academic standard in mEDICINE are carried out in two rounds:

First round. The candidate's portfolio submitted or sent to the University with the candidate student documents is assessed according to the six-point marking system by an admission commission appointed by the rector.

Second round. If the commission admits the candidate to the second round, they receive a notification from the University. The second round examinations are carried out in two subsequent days – 2 drawings per day.

Article 11. (1) Foreign candidates whose portfolios are highly assessed may be admitted conditionally and may be assured that upon verifying their abilities proven by the portfolio during the second round, they may be enrolled as students. In this particular case, the second round examinations may be conducted after their arrival in the University before the beginning of the lessons.

(2) If the candidates under the preceding paragraph fail to verify their abilities proven by the portfolio they are suggested to enrol in the preparatory first course to study drawing, English language and some general university disciplines as planned in the curriculum for the first course.

Article 12. (1) To prove equivalent preparation through admission examinations, documents are submitted, including on the Internet, according to instructions published on the University's website: www.venlo-university.nl

(2) Admission examinations in the Venlo University are as follows:

1. examination in Mathematics according to the requirements for the state matriculation examinations during the respective academic year, if the result for applying in the University is less than the threshold value, however the candidate believes they may prove equivalent preparation;

2. examination in English language – in case of applying for English language study and if the candidate does not have a document verifying the fulfilment of the requirements for English language fluency (TOEFL – minimum 70 points, SAT, ACT, IELTS – 5,5), the latter may sit for an examination to prove that they have equivalent preparation.

(3) For candidates who need additional training in relation to the examinations under paragraph 2 of this article, the University organises preparatory courses under article 4, paragraph 4

(4) that are held according to a schedule and at a place announced on the official website.

Upon completion of the course under the preceding paragraph, the candidate students are assessed and if the marks meet the threshold criteria they are used for admission in the University.

(5) The students subscribe for the training under the preceding paragraph to the following email: admission@venlo-university, and payment is settled by means of bank transfer.

(6) Fees for additional training and examinations are published on the University's website.

Article 13. (1) Admission examinations for proving equivalent preparation in Medicine and English language are written and anonymous.

(2) Examinations are carried out by commission pursuant to terms and conditions as set out in a rector's order specifying the building and the room for each examination, which are also announced on the University's website.

(3) Candidate students appear in the respective building half an hour before the scheduled start time of the examination and bring their ID card (driving license) and the incoming registration number given upon submission of documents. Late candidates are not allowed to take part in the examination after its start time.

(4) During the examination candidates are allowed to use a pen (blue ink), black pencil, rubber, pair of compasses and triangle. No mobile connection devices are allowed.

(5) The candidate student does not have the right to put written and other signs on the competition work that breach anonymity.

(6) Upon attempting to breach anonymity, cheating, bringing forbidden communication devices or other actions disturbing the normal course of the examination, the written work of the candidate is invalidated by the commission in the hall, which specifies the motives to this effect, and the candidate is not allowed to participate in the competition again.

- (7) Candidate students do not have the right to leave the room during the first hour after the start of the test (examination), and afterwards leaving the room is allowed as an exception with chaperon (official).
- (8) The candidate student submits all parts of the written work and the provided sheet of paper with the theme of the test (examination) to the person in charge of the room, who verifies the ticket with the incoming registration number in the presence of the candidate. The candidate seals the small envelope on their own and waits for the sealing of the big envelope with their written work.
- (9) After the submission of the written work the candidate student is obliged to leave the room and the building.
- (10) Each candidate student has the right to review their written work personally after the announcement of the results.

Article 14. (1) The results from the competition examinations are announced for all in a list according to the published time schedule. Announced examination marks are final and are not subject to reassessment.

- (2) Important dates are published on the University's website – www.venlo-university.nl.

V. TRANSFER OF STUDENTS TO EPU FROM OTHER HIGHER EDUCATION ESTABLISHMENTS

Article 15. (1) Students from other higher education establishments may transfer to the University by submitting a request and documents under section II with enclosed academic record for the examinations taken there.

(2) Student status of transferred students is defined by the rector upon proposal of the vice-rector in charge of the study process taking in consideration the academic records and the applicable curricula in VU.

- (3) When the candidate students have graduated abroad in higher education establishments of

college types under article 17, paragraph 8 of HEA, the education in the same disciplines as those contained in the curriculum of the VU academic standard is recognized unconditionally.

(4) Examinations and credit points specified in the academic record under the preceding paragraph are recognized by testing the expected results and skills. To this end the rector schedules an examination and establishes a board of examiners comprising habilitated persons who assess the students according to a synopsis provided and examination regime announced in advance.

(5) Students under the preceding paragraph are assessed with “yes” and “no”. When the student has defended with “yes”, the University recognises the mark from the academic record. When the mark is “no”, the student sits for the regular examination in the Venlo University, and in special cases, they may need to complete additional training.

VI. RANKING AND ADMISSION OF CANDIDATE STUDENTS

Article 16. (1) When students are admitted under article 3, paragraph 3, by means of ranking, only the candidates meeting the threshold requirements under article 3, paragraph 5 take part in such ranking.

(2) The average result used for ranking is formed on the basis of the information contained in the documents, and in case of taken examinations – the results from them.

(3) When the foreign candidates are not assessed according to the six-point marking system, a table for equivalence of marks as set in the education document in accordance with the conformity of the American Association of Collegiate Registrars and Admissions is applied.

(4) The competition average grade of the candidate students for all academic standards is formed as a sum of different components under paragraph 5 and paragraph 6.

(5) Bachelor academic standards have maximum average result of 24. It is formed by:

1. the double result from the diploma for secondary education;

2. the mark in Mathematics:

a. from the matriculation examination

or

b. from the supplement to the diploma (for those who have not sat for matriculation examination in Mathematics)

or

c. the mark from the examination if the candidate has taken an examination under article 13;

3. the mark in foreign language from the diploma for secondary education or from the examination if the candidate has taken an examination under article 13.

(6) The maximum average result for masters in Architecture is 54. The average result is formed by:

1. the double result from the diploma;

2. the mark in Mathematics under paragraph 5, item 2 of this article;

3. the mark in foreign language under paragraph 5, item 2 of this article;

4. the mark given by the admission commission on the grounds of the portfolio mark;

5. the marks for specific abilities and talent given for the 4 drawings from the second

round (each having equal weight) forming the other 24 average result points.

(7) Students are ranked according to the first specialty they want in accordance with their admission average result formed according to the method specified above. Upon taking the places for the respective specialties, the minimum average result is fixed, and the candidates who have gained lower average result are redirected to the next specialties they have chosen with lower minimum average result.

Article 17. (1) In terms of the admission of students without competition under article 3, paragraph 3, the gained average result is not taken in consideration but only the threshold criteria.

(2) Conditionally admitted students are referred to the admission under paragraph 1 of this article, however they should verify with their original diploma that they meet the

threshold criteria.

(3) In case a restriction occurs afterwards due to the great number of candidates and a ranking should be necessary, the University ensures the student status of the conditionally admitted candidates.

Article 18. (1) Applying for all masters academic standards above the base higher education is made on the basis of the result from the diploma for completed higher education.

(2) Ranking is made in accordance with the approved places by specialties in a descending order of the competition average result and in the order of wished specialties specified by the candidate.

(3) When the places for the respective academic standard are more than the candidates, no ranking is made, and all candidates meeting the requirements are enrolled.

Article 19. (1) After ranking, candidate students are enrolled within the specified time period as follows:

1. candidate students classified according to their first wish are finally enrolled;

2. candidate students classified according to a next wish may enrol in the respective academic standard if there will be vacant places after the expiration of the time period for candidate enrolment.

(2) Upon filling the vacant places, with priority are ranked candidate students who have successfully taken the competition examinations or matriculation examinations, who are:

1. individuals with permanent disability and with reduced working capacity of more than 70%;
2. disabled soldiers;
3. complete orphans.

(3) Candidates who have successfully taken the respective matriculation examinations or analogic competition examinations in other higher education establishments may also apply for the same places. Each candidate verifies this with original document issued by the respective higher education establishment.

Article 20. (1) Admitted candidate students who have failed to enrol or to confirm their participation within the specified time periods, irrespective of the reasons to this effect, are disqualified from the next ranking stages. They should take their diploma for completed secondary education from the Student Policy Office personally.

(7) A certificate for the results of the respective competition examination is issued by the Student Policy Office upon request.

(8) In case admitted and finally enrolled students drop out on their own will, the tuition fee they have paid for the first semester is not subject to reimbursement.

VII. ENROLMENT OF NEWLY ADMITTED STUDENTS

Article 21. (1) Newly admitted students are finally enrolled on the grounds of order issued by the rector.

(2) Students are enrolled by submitting:

1. Original diploma for completed secondary education, which is kept in Student Policy Office until the end of their study.
2. Four pictures in ID document format.
3. Documents for enrolment of new students.
4. ID card which is returned to the candidate after verification.
5. Receipt for paid semester tuition fee, which are paid by means of bank transfer.
6. For foreign students, a document issued by the Ministry of Education, Youth and Science verifying that the individual is admitted as a student on the territory of the Republic of Bulgaria.

(3) Admitted students who fail to enrol within the specified time periods, irrespective of the reasons to this effect, lose their rights.

(4) Dates for ranking and enrolment are published on the University's website – www.venlo-university.nl.

VIII. SUPPLEMENTARY PROVISIONS

§ 1. In the course of the competition and enrolment of students the rector of the University has the right to make changes in the announced procedure for admission of students, provided these changes do not cause disadvantages to the candidate students and are not in conflict with the Rules on the structure and operation of the University.

§ 2. (1) The organisation of admission and enrolment of students, providing references and information is procured by the Student Policy Office, and the Commission for Admission of Candidate Students appointed by order of the Rector. The University does not bear liability for any illegal actions, references and information provided by third persons.

(2) The notifications to the candidate students of the University (acceptance of documents, fees, results from competition examinations, rankings, etc.) are placed on the signboard in the University and are published on the University's website.

(3) Information about applying, results from competition examinations, ranking, notifications and other details about the university may be obtained:

1. on the INTERNET: www.venlo-university.nl
2. by phone: +31 6 20284506;
3. in Student Policy Office of VU.

§ 3. (1) Candidate students who have failed to submit the required documents, to pay the respective fees within the specified time periods, who have submitted false documents, who have made an attempt to provide false information upon filling-in their application forms, or to mislead the admission commission or the management of the University are disqualified from participation in the competition.

(2) Requests and complaints on all candidate student matters are sent to the Rector and should be submitted to the Student Policy Office. The rector finally settles all issues relevant to the admission of students in the University and to the candidate students' requests and complaints in compliance

with the Higher Education Act, the Ordinance on state requirements for admission of students in higher education establishments in the Netherlands and these Rules.

§ 4. All issues that are not stipulated herein are solved by the rector of the University.

§ 5. These Rules is made on the grounds of the Higher Education Act, the Ordinance on state requirements for admission of students in higher education establishments in the Netherlands and the Rules on the structure and operation of the University.

The Rules on admission of students in the University are adopted by the Academic Council on 06.03.2018 and enter into force at the time of approval thereof.

The Rules are adopted by the Academic Council of the University on 01.03.2018.

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