REGULATIONS FOR MASTER’S PROGRAMMES

Board of admissions of the Graduate school of Life sciences at Utrecht University

The Board of Admissions of the Graduate school of Life sciences, Utrecht University, with reference to Section 7.30b, of the Higher Education and Research Act in conjunction with Section 9.2, second paragraph, of this Act, has decided to adopt the following Regulations for Admission to Master’s programme’s in addition to the rules stated in the Examination and educational regulations.

These regulations are an addition to the Educational and examination regulation of the Graduate school of life sciences 2016-2017, paragraph 2.

2016-2017

Editor: S. Goubitz
Chapter 1. General conditions

Article 1.1 Definitions

In these regulations, the following definitions apply:

A. The Act: the Higher Education and Research Act;
B. Applicant: a person submitting a request for admission to a master’s programme;
C. Board of admissions (BoA): board charged with responsibility for all admissions to masters degrees
D. Board of studies (BoS): management of the Graduate school, consisting of the three deans of the involved faculties.
E. Confirmation of admission: a confirmation of admission as issued by the Faculty Board on condition that the applicant meets the admission requirements;
F. Education and examination regulations (EER): formal document describing duties and rights of students and staff.
G. Quota programmes: programmes that have a URO registered maximum capacity.
H. Graduate school of life sciences; organization responsibly for content and quality of education of the master and PhD degrees of the Faculties of Science, Medicine (UMCU) and Veterinary medicine
I. UES: Utrecht excellence scholarships: provided by UU for non-EU students with excellent records.
J. HS Holland scholarships: provided nationally, divided by UU, for non-EU students

Article 1.2 Board of Admissions

1. The Board of studies of the graduate (BoS) school ensures a proper procedure for admissions to all programme’s in the GSLS (see annex 1) to be monitored by the Board of Admissions (BoA).
2. The Board of studies is responsible for appointing a Board of Admissions for the GSLS. The BoA consist of at least 4 members.
3. The members of this BoA are appointed from among the members of staff charged with executive responsibilities on teaching in the Life sciences. The BoS will also appoint a chair and vice-chair from the members of the BoA.
4. The BoA will take decisions by an ordinary majority of votes.
5. In accordance with university policy the BoA strives to take a decision within 20 working days after receiving a complete application (for rolling admissions) or after the deadline (for quota programmes). The BoA must take a decision within six weeks.
6. Decisions taken by a BoA will be recorded in letters of (non/conditional) acceptance.
7. The BoA will be supported in its work by an official secretary. The official secretary will ensure:
   a. preparation, convocation and keeping of minutes at the meetings;
   b. monitoring the implementation of decisions taken;
   c. communication of decisions taken to students and other interested parties;
   d. drawing up the annual report;
   e. archiving requests, objections and decisions taken.

Article 1.3 Task of the Board of Admissions

1. The BoA is charged with the task of applying the admissions criteria listed in the Education and Examination Regulations (EER) of the master’s programme in order to assess which applicants can be granted admission to this master’s programme.
2. The BoA is charged with the division of the Utrecht excellence scholarships (UES) and Holland scholarships (HS). Within the budget made available by Utrecht University each year, the BoA will determine the number and amount (of UES) of the scholarships awarded. The BoA will award the scholarships based on the following criteria:
- grades and GPA
- motivation and talent of the applicant
- CV: i.e. relevant extracurricular activities
- nomination of the programme committee

3. Each year, the Board of admissions will draw up an annual report on the work in each academic year and provide this report to the BoS upon request.

**Article 1.4 Decision to grant admission**

1. The authority to grant admission is mandated, in accordance with Section 7.30b, to the Deans of the Faculties, who have further allotted the mandate to the chair of the Board of admissions of the GSLS.
2. Decisions will not be taken without first consulting the programme committees for advice.
3. The decision will be based on the assessment if the applicant possesses the knowledge, insight, skills and motivation in order to successfully finish the master degree in two years (EPMM in 1,5 years).
4. The BoA will in principle only take into account applications within the deadlines.
5. The BoA may grant a student the exemption to still apply after the deadline has passed, in case of circumstances that caused the applicant to be hindered and that would lead to unreasonable rejection of the application and as long as UU regulations permit.
6. The BoA may request the student to provide extra documentation or to participate in an intake interview as part of the selection process. Applicants who refrain from cooperating may be no longer considered for admission.
7. The BoA reserves the right to check all submitted information and documentation for authenticity.
8. In cases of fraud the applicant will not eligible for admission anymore.

**Article 1.5 Conditions for admission to a master’s programme**

1. An application for admission can only be processed after a fee for administrative costs as set by Utrecht University has been paid by or on behalf of the applicant. Students with a degree of other Dutch higher-education institutions who have been awarded a bachelor’s degree in accordance with the Act are exempt from paying the aforementioned fee.
2. Without prejudice to the stipulations of or under the Act relating to registration for master’s programmes, application for a master’s programme is open to all persons who meet the admission requirements as specified on the master website.
3. The Board of studies may establish a quota (maximum number of persons) that can be registered for a given programme. In such instances, this should stated in the EER and on the website in a timely fashion, and in any event no later than at the start of the academic year preceding that to which this maximum applies. For a recent overview of quota see annex 2.

**Chapter 2. Procedure for admission to a master’s programme**

**Article 2.1. Application for admission**

1. Any person who wishes to be admitted to a master’s programme should submit a digital application for admission:
Via StudieLink and subsequently OSIRIS admissions;
-in case of an international degree: through the Admissions Office of Utrecht University, or
-in case of Dutch degree: through the administration office of the GSLS (UMCU or Science faculty, depending on the programme)

2. The application should be accompanied by digitized documents that are required to assess whether the applicant can be admitted to his/her chosen master’s programme. Mandatory documents include:
- diploma of the bachelor degree or a statement of graduation (n.a. for UU bachelors)
- a list of courses and grades
- CV
- Letter of motivation
For international students additional mandatory documents include:
- 2 letters of recommendation
- passport copy
- proof of UK language test result
2a. Programme’s may request extra documents after approval of the Board of admissions. These documents will be listed in the rules and regulations of the BoA and may be adjusted annually (see annex 3 for an overview). The required documents will be stated on the master website for each master’s programme
2b. The UU admission office demands certified hard copies of documents before international candidates can be definitely admitted. This is stated on the website.

3. The UU Admissions office offers an advice on level of previous education to the BoA, based on Nuffic criteria. The BoA will take the advice into account when reaching a decision.

**Article 2.2 Deadlines**

1. The application must be submitted no later than the set deadline for the master’s programme for which admission is sought. See annex 2 for actual deadlines.
2. Deadlines may differ for applicants who need visa.
3. Deadlines will be communicated through the UU website.
4. In deviation from section 2.2.1 the board of admissions may decide to accept an application after the deadline see article 1.4 clause 5.

**Article 2.3 Admission decisions**

Admission decisions can entail:
a. approval of the application for admission, or
b. rejection of the application for admission, or
c. conditional admission based on documents or based on competences

**2.3.a Approval or unconditional admission**

If the applicant meets all criteria he/she may be admitted unconditionally and receive a letter of acceptance.

1. In all such cases successful completion of the final examination of a bachelor’s degree programme is required. This is the case if:

   (i) The student is in possession of a bachelor’s diploma, or

   (ii) The student does not yet possess a bachelor’s degree certificate but he or she has successfully completed all the examinations of the relevant bachelor’s programme, and is in possession of a graduation statement. In case the Board of Examiners of the relevant bachelor’s programme has explicitly specified that the final examination should also include an additional investigation
conducted by the Board, the student is considered NOT to have completed the relevant bachelor’s programme yet.

The final bachelor’s examination should be successfully completed no later than on the last day of the month prior to the start of the master’s programme.

2. In all cases applicant should demonstrate to have achieved the minimum required English test levels as described in the EER. No exceptions will be given on the required minimum test scores.

2.3.b. Rejection or non-acceptence

1. If an applicant does not meet the required competences, he she may be rejected and receive a letter of non-acceptance.
2. In case of quota programmes students may also be rejected based on the fact that they ranked lower than the maximum capacity of the programme. Programme’s may use a waiting list, in which case the student should be notified and the final decision should be put on hold.

2.3.c Conditional admissions

1. Admission to a master’s programme may be subject to restrictions regarding the choice of tracks of the programme.
2. An applicant who has been conditionally granted admission based on missing documentation should demonstrate that he or she meets the admission criteria as referred to in EER, by sending in the required documents no later than the day before the master’s programme starts. If this is not possible due to circumstances beyond his or her control, the relevant evidence can be submitted until two weeks into the month in which the master’s programme started. In deviation of this regulation international students requiring visa should hand in certain documentation no later than 3 months prior to the start of the programme. Specific information for students is mentioned on the UU master website.
3. If a person fails to meet the admission requirements listed in the Education and Examination Regulations of the master’s programme in question, but his or her deficiency does not exceed 6 credits and this deficiency can be remedied during the master’s programme, this person can still be granted admission. He or she will only be allowed to take the final examination of the relevant master’s programme once the Board of Examiners has established to its satisfaction that this deficiency has been remedied.
4. If a person fails to meet the admission requirements listed in the EER of the master’s programme in question, and his or her deficiency exceeds 6 credits but is not more than 30 credits, this person can be granted a conditional premaster admission with a validity of one year. Eligibility for a premaster depends on the nature of the deficiency, availability of courses and language restrictions. The BoA will subsequently grant unconditional admission at the moment the premaster has been successfully completed within one year.

Article 2.4 Period of validity

Validity of a (conditional) letter of acceptance is 1 year and 1 month after the original starting date of the programme. This grants the applicant access to the programme for September the coming year (and in some cases after half a year in February) without having to pass the selection again.

Article 2.5 Communication with the applicant
1. Each applicant is notified by email when the application file is complete and being processed including the time frame for decision. Deviation from this time frame during the selection process is subsequently communicated with the candidate in a timely fashion.

2. Any person who is granted admission to a master’s programme will receive a confirmation of admission from the BoA. This confirmation should always specify the master’s programme and, where appropriate, the track to which the applicant has been granted admission, as well any conditions and deadlines for completing registration for the master’s programme in question.

3. An applicant whose request for admission has been rejected will be notified accordingly by the BoA.

4. If the application for admission has been rejected or the confirmation of admission has been issued with certain conditions, the applicant will be briefly informed of the reasons behind the decision made by the BoA.

5. Upon request of the applicant the BoA may provide information on the selection considerations in further detail.

Article 2.6 Appeal to CBE

Within six weeks of receiving a decision, the student concerned can lodge an appeal with the Board of Appeal for Examinations (CBE) against a decision made by the BoA. Students will be notified of this right in the written decision.

Chapter 3. Conclusion and transitional provisions

Article 3.1 Date of commencement

These regulations have been approved by the BoA in its decision on xxx 2016.
Annex academic year 2016-2017

Members Board of Admissions

Chair: Prof. H.V.M. Van Rijen (UMCU; Biomedical sciences/ Neuroscience/Health science)
Vice-Chair: Prof. H.A.B Wösten (science faculty; Biological sciences/Science and business)
Prof. A. de Boer (Science faculty; Pharmaceutical sciences)
Prof. E.J. Breukink (Science faculty; Chemical sciences)
Inge The, PhD (Science faculty; chair Educational Committee)
Secretaries: G. Dilaver PhD, degree coordinator UMCU
S. Goubitz PhD, degree coordinator Faculty of Science
Advisor: M. Zonderland PhD, chair Board of Examiners

List of master's programmes

- Biology of Disease BIDM
- Biofabrication BIFM
- Bio inspired innovation BINN
- Cancer, Stem Cells and Developmental Biology CGDB
- Drug Innovation DINN
- Environmental Biology PLBI (a.k.a. ENVB)
- Epidemiology EPIM
- Epidemiology Postgraduate EPMM
- Infection and Immunity IMIF
- Molecular and Cellular Life Sciences BMOL (a.k.a. MCLS)
- Neuroscience and Cognition NSCN
- Regenerative Medicine and Technology RMTM
- Science and Business Management SPMM (a.k.a. SBM)
- Toxicology and Environmental Health TXEH
Annex 2

**Table 1:** List of programmes with starting dates, quota information, deadlines

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fixus</th>
<th>Start dates</th>
<th>Deadlines* NL/EU nationality</th>
<th>Deadlines* non-EU nationality</th>
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<td>BIDM</td>
<td>Yes</td>
<td>Sept / Feb</td>
<td>1 April/ 15 Oct.</td>
<td>1 April/ 1 Sept.</td>
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<tr>
<td>BIFM</td>
<td>Yes</td>
<td>Sept</td>
<td>1 April</td>
<td>1 April</td>
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<tr>
<td>BINN</td>
<td>No</td>
<td>Sept / Feb</td>
<td>1 June / 15 Oct.</td>
<td>1 April / 1 Sept.</td>
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<tr>
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<td>Yes</td>
<td>Sept / Feb</td>
<td>1 April / 15 Oct.</td>
<td>1 April / 1 Sept.</td>
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<tr>
<td>DINN</td>
<td>Yes</td>
<td>Sept</td>
<td>1 April</td>
<td>1 April</td>
</tr>
<tr>
<td>ENVB</td>
<td>No</td>
<td>Sept / Feb</td>
<td>1 June / 15 Oct.</td>
<td>1 April / 1 Sept.</td>
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<tr>
<td>EPIM/EPMM</td>
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<td>Sept</td>
<td>1 June</td>
<td>1 April</td>
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<tr>
<td>IMIF</td>
<td>Yes</td>
<td>Sept / Feb</td>
<td>1 April / 15 Oct.</td>
<td>1 April / 1 Sept.</td>
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<tr>
<td>MCLS</td>
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<td>1 June / 15 Oct.</td>
<td>1 April / 1 Sept.</td>
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<td>NSCN</td>
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<td>Sept</td>
<td>1 April</td>
<td>1 April</td>
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<td>RMTM</td>
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<td>1 April</td>
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<tr>
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<td>TXEH</td>
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<td>Sept / Feb</td>
<td>1 June / 15 Oct.</td>
<td>1 April / 1 Sept.</td>
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*Each programme has in addition an early bird deadline December 1st for scholarship purposes for applicants starting in September. Applications for the UES/HS can be taken into account until February 1st as long as the programme application has been done before December 1st for quota programme’s.

Annex 3

**Table 2:** List of extra documents requested as mandatory input by programmes for students with a previous education from certain institutes: UU (Bachelor Utrecht university), HBO (Dutch institutes for applied higher education), WONL (Dutch universities) and INT (International institutes).

<table>
<thead>
<tr>
<th>Programme</th>
<th>reference letter</th>
<th>referent contact info</th>
<th>writing sample</th>
<th>course info</th>
<th>other docs</th>
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<tr>
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<td>HBO / INT</td>
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<td>HBO / INT</td>
<td>x</td>
<td>x</td>
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<td>WONL/HBO</td>
<td>x</td>
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<tr>
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<td>x</td>
<td>x</td>
<td>Optional all</td>
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<tr>
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<td>INT</td>
<td>HBO</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<td>ENVB</td>
<td>HBO / INT</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>EPIM/EPMM</td>
<td>WONL/HBO/INT</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>IMIF</td>
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<td>UU</td>
<td>WONL/HBO/INT</td>
<td>x</td>
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<tr>
<td>MCLS</td>
<td>HBO / INT</td>
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<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>NSCN</td>
<td>WONL/HBO/INT</td>
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<td>x</td>
<td>x</td>
<td>Optional all</td>
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<tr>
<td>RMTM</td>
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<td>x</td>
<td>x</td>
<td>Optional all</td>
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<tr>
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<td>HBO / INT</td>
<td>HBO / INT</td>
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<tr>
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