

ADMISSION AND ENROLMENT REGULATIONS post-initial education ITC 2022-2023

ART. 1 INTRODUCTION

ART. 1.1 GENERAL PROVISIONS

Academic year	The term that starts on 1 September and ends on 31 August of the following year
Act	The Higher Education and Scientific Research Act (WHW)
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
Admitted candidate	Those who have been accepted by ITC and fulfilled their financial obligations and as a result are enrolled with ITC for a programme or course
Applicant	Those who have applied with ITC for the post-initial Master's programme and post-initial courses (or its derivative variances)
Application	The online UT application system (Osiris) with the required supporting documents
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
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 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
Dispute	Difference of opinion between ITC and the student concerning the interpretation of these course conditions and the related principles governing the student agreement, whereby, after proceeding in accordance with the complaints regulation, no agreement can be reached
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	A prospective student who meets the pre-education and the admission requirements can be enrolled as a student at the UT when all required documents have been handed in and the tuition fees have been paid. They are admitted for and entitled to join the programme or course during their enrolment period
Higher Education institution	An institute of higher education (a university or a university of applied sciences)
Institutional administration	The Executive Board of the University of Twente
Institutional tuition fee	The tuition fee as set by the institutional administration in accordance with Section 7.43 paragraph 1 and Section 7.46 of the Act
ITC	Faculty of Geo-Information Science and Earth Observation of the University of Twente

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 home page 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 course	Course offered by ITC for which after successful completion a certificate of attendance will be issued, but which bears no official credits (EC)
Participation	Following the programme or course for which the student is enrolled/registered and taking part in related activities
Post-graduate Diploma (PGD)	A special credit bearing course consisting largely of the first year of M-GEO
Premature termination	Termination of participation and course agreement before the termination of the admitted period and after the start of the programme or course
Resources	Privileges and facilities required for the successful participation and provision of information during the course, such as the (digital) library, email, Canvas, and transport concerning organised courses on offer at different locations
SAS	Student Affairs & Services of the UT
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 Agreement	A written statement provided to the master student upon arrival which outlines all enrolment information with cost of attendance and funding sources
Study recommendation	Recommendation about a study programme given to the prospective student after participating in matching activity
UT	University of Twente

ART. 1.2 STATUS OF THE REGULATION

This document describes the 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). These regulations are referred to as the ITC Admission and Enrolment Regulations and are formally adopted by the faculty Geo-Information Science and Earth Observation (ITC) of the University of Twente. 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. 1.3 DISTINCTION BETWEEN APPLICATION AND ENROLMENT

There is an important distinction between **application** and **enrolment**. Application means that a student has informed the University of Twente by means of a registration that they wish to follow a degree programme or course at the University of Twente. The enrolment regulations concern the rules that apply in order to achieve an enrolment that entitles the student to participate in the education provided by the University of Twente and to use its educational facilities.

The admission requirements can be found in Appendix 1. More information on how to apply for the MSc Geo-information Science and Earth Observation can be found on the [ITC website](http://www.itc.nl).

ART. 2 ENROLMENT

ART. 2.1 CONDITIONS FOR ENROLMENT IN THE POST-INITIAL MSC GEO-INFORMATION SCIENCE AND EARTH OBSERVATION

Art. 2.1.1 Conditions for enrolment

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

1. The application for enrolment was made through Studielink. To find out more, please visit the page [How to apply for the Master of Geo-information Science and Earth Observation](#).
2. They have demonstrated that they have met the prerequisites, see Articles 2.1.2 and 2.1.3 of these regulations.
3. They have met their financial obligations in accordance with the payment procedure adopted by the Faculty ITC; see Article 2.6 of these regulations.
4. 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.

Art. 2.1.2 Additional conditions for enrolment in a joint programme

Students who enrol in a Joint Educational Programme of the University of Twente will also be enrolled as students at the other university/universities;

- Agreements made in the context of partnership agreements regarding enrolment and institutional fees made between the institutes, shall be observed.

Art. 2.1.3 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. Subjects from the Master's study programme may only be listed on the Master's degree if they were passed during enrolment in the Master's.

ART. 2.2 CONDITIONS FOR ENROLMENT IN CREDIT BEARING AND NON-CREDIT BEARING COURSES

Application for credit bearing and non-credit bearing courses at ITC is done using the ITC online course application system after selecting a course in the ITC study finder. Please go to the [application website](#) with the steps necessary to be taken before enrolment.

ART. 2.3 RESIDENTIAL STAY

A student can only be enrolled in 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, provided this is done in combination with residential stay.

1. The accredited post-initial Master Geo-information Science and Earth Observation (M-GEO) and the credit bearing courses are offered in combination with residential stay.
2. Accommodation is reserved in the ITC International Hotel (IIH) for all enrolled candidates with a stay commitment of a one-year period (12 months) from the official start of the course.

3. The 12-month stay commitment applies to courses with a duration of 12 months or longer. For courses less than 12 months in duration, students must observe a stay commitment for the duration of the course.
4. Students who wish to stay at the ITC International Hotel (IIH) during their second year are committed to stay in the IIH for the entire duration of their second year (11 months).
5. Students who check-out voluntarily and without written approval by the Dean, prior to the end of one year, are committed to fulfil their one-year housing contract. Approval for an early check-out will only be granted in extenuating circumstances.
6. Housing information, including student rates, can be found on the ITC website at <http://www.itc.nl/ITC-International-Hotel>.

ART. 2.4 STARTING DATES

The Faculty ITC has fixed starting dates, i.e.:

- One week prior to the start of the Academic Year of the Master's programmes and Post-graduate Diploma course.
 - Students with exemptions can start at any other moment during the academic programme.
- 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. 2.5 APPLICATION DEADLINES

Please visit our [application deadlines](#) website for the most recent information on application deadlines. Applications submitted after these deadlines will not be processed.

ART. 2.6 TUITION FEES AND PAYMENT

2.6.1 The levels of tuition fees are determined each academic year; tuition fees cover the entire enrolment period of the degree programme or course.

2.6.2 The tuition fees are made known to candidates in the brochures and on the ITC website.

2.6.3 The candidate is expected to pay the tuition fee and additional study costs prior to the start of the course and in accordance with the guidelines as stated on the ITC website. Candidates enrolled in a programme or courses of 9 months or longer can opt to pay the tuition fee in two (2) instalment periods by requesting this at the time of admission. Additional study costs (such as living allowance) must be paid in compliance with the rules of the Immigration and Naturalisation Service of the Dutch Ministry of Security and Justice. When making payments, the period necessary for the possible arrangement of a residence permit, or for other commitments for which proof of payment of the tuition fee is a requirement, should be taken into account.

2.6.4 After admission, the candidate receives an invoice stating the tuition fee and the additional student costs to be paid. In the case of an agreement with a sponsor, the invoice is sent to the sponsor.

2.6.5 The candidate or, if applicable, the sponsor is responsible for settling the tuition fee and the additional student costs in full and for the continuation of any agreed payment instalments.

2.6.6 If desired by the candidate or the sponsor, ITC handles the payment of a monthly allowance to the student. This monthly allowance must be received by ITC for the entire duration of the course before the start of the course, unless a payment plan has been arranged. The payment plan must be confirmed by ITC in writing.

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

2.6.8 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.

2.6.9 Enrolled candidates are required by law to hold full medical insurance. ITC arranges comprehensive insurance cover in advance of arrival. Participants (generally from countries in the European Union) holding their own medical insurance are obliged to provide coverage information and are advised to add additional coverage through ITC, if the coverage of their insurance is dubious.

2.6.10 **Please visit the website listing the [tuition fees](#) for the most current tuition fees and costs.**

ART. 2.7 PROOF OF ENROLMENT AND STUDENT IDENTITY CARD

- If the enrolment of a student has been completed, the student will receive a student identity card from ITC.
- The proof of enrolment as issued by the institutional administration states the surname and 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 Affairs.
- The student identity card as issued by the institutional administration 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.
- Students may request a duplicate of their student ID card. The student must then pay a fee of €10.

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. 2.8 RENEWAL OF ENROLMENT

Enrolment is valid for one academic year. Students need to re-enrol themselves via Studielink before 31 August 2023. For more information, visit [re-enrolment](#). Students who pay the tuition fee in two instalments must pay the second instalment before the deadline to be enrolled in the second academic year.

ART. 2.9 TERMINATION OF ENROLMENT

2.9.1 Cancellation of a programme or course by ITC

If there are insufficient enrolled candidates, ITC is entitled to cancel the programme or course. Enrolled candidates will receive a written notification to this effect at least three months prior to the start of the M-GEO or the Post-graduate Diploma (PGD) programme, and two weeks before the start of all other courses. Any payment already made to ITC for tuition fees and redeemable student costs will be refunded. Participation in a similar ITC course can be arranged in consultation.

2.9.2 In the case of cancellation of the course, the enrolled candidate is not entitled to any compensation from ITC other than the amounts specified in Article 2.9.1.

2.9.3 Termination of enrolment by the student

- a. Based on a written request from a student for early termination of enrolment at ITC, 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 of the M-GEO, 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. Refunds will be made by ITC to the party that made the payment.

Upon early termination of enrolment for a course other than mentioned under 2.9.3.a:

- Cancellations due to Covid-19 and done prior to 10 days before the start of the introduction programme will be fully refunded.
 - Cancellations done prior to two months before the start of the programme will be fully refunded.
 - Cancellation of enrolment done within two months of the start of the programme will be 85% refunded.
 - Cancellation of enrolment 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 ITC to the party that made the payment within 6 months.
- b. Tuition fees paid by a sponsor are transferable to another candidate's enrolment, provided the transfer is performed before the start of the course and with the written consent of ITC.
- c. In the case of a termination of enrolment, an account will be drawn up with any outstanding financial obligations, and final settlement must take place within 6 months. In case the student has outstanding financial obligations toward the ITC, they have to be fulfilled before the student departs.

2.9.4 Students who do not pay the tuition fee prior to the first day of class will automatically be withdrawn from the Course.

2.9.5 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.

2.9.6 Students who are not able to come to ITC due to reasons beyond their control, are eligible for full reimbursement of their tuition 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.

ART. 3 FORCE MAJEURE AND LIABILITY

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

3.2 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.

3.3 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.

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

ART. 4 REGULATIONS ON COMPLAINTS AND DISPUTES

4.1 Complaints regarding the Enrolment regulations for post-initial education and courses of the Faculty ITC can be addressed by sending notice thereof to the Bureau of Education and Research Support (ITC-BOOZ) at education-itc@utwente.nl.

4.2 The academic appeal process is stated in the Education and Examination Regulations (EER) for the academic year 2022-2023.

Appendix 1: ITC Admission requirements

1.1 To be admitted, applicants must submit an Application for Admission via Studielink and Osiris with required supporting documentation. Supporting documents consist of the following:

Official college/university Bachelor degree certificate and transcript 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. Students applying to a Diploma Course must submit all official secondary education transcripts.

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 or international ID card).

1.2 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.

The Letter of Admission is official proof of admission and lists the name (last name, first name) of the student, UT student number, address, the course title and the enrolment period.

1.3 Non-admitted candidates receive a message by email specifying the reasons for non-admission.

1.4 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.

1.5 Upon confirmation of required payment/financial sponsorship, accepted candidates will receive an invitation email with general, visa and arrival information.

1.6 If applicable, ITC arranges the authorisation for temporary stay (Machtiging Voorlopig Verblijf - MVV), the residence permit (verblijfsvergunning-VVR) and a health, travel and legal liability insurance for enrolled candidates. The MVV/VVR, living allowance and health insurance are included in the additional study costs. If there is any doubt about the adequacy of the enrolled candidate's insurance, ITC reserves the right to insure, and charge the costs involved to the admitted candidate.

1.7 All admission information and application materials are made available to applicants on the [ITC website](#). Admission staff is the first point of contact for any questions related to admissions and enrolment.

1.8 It is the applicants' responsibility to ensure completeness and timely submission of the application materials. The deadline to ensure full admission is eight weeks prior to the start of a course shorter than 90 days; for programmes or courses longer than 90 days, the deadline is three months prior to the start.

1.9 Enrolment in the programme will be finalized after all the formal and financial requirements have been met. Enrolment is for the entire duration of the programme and applies only to the programme stated on the application.

Appendix 2: Additional conditions for enrolment in Master's programmes

The following admission requirement applies to a first-year enrolment in a Master's programme at the Faculty of ITC:

1. The institutional administration has issued a statement that the student may be admitted, provided the student (a) is in possession of a Bachelor's degree certificate, or *doctoraal* certificate, or a Bachelor's in combination with an obtained Pre-Master's required for admission, or is exempt of possessing such a certificate, whether or not based on an assessment; (b) has met the other requirements of the relevant Master's programme set for admission in the relevant Education and Examination Regulations.