

ADMISSION AND ENROLMENT REGULATIONS post-initial education ITC 2024-2025

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
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 a 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
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 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 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
Premature termination	Termination of participation and course agreement before the termination of the admitted period and after the start of the programme or course
SAS	Student Affairs & Services of the University of Twente
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
UT	University of Twente
WHW	The Higher Education and Scientific Research Act (WHW)

ART. 1.2 STATUS OF THE REGULATIONS

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 of 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 Master's Programme Geo-information Science and Earth Observation can be found on the [ITC website](#).

ART. 2 ENROLMENT

ART. 2.1 CONDITIONS FOR ENROLMENT IN THE POST-INITIAL MASTER'S PROGRAMME 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.
5. For a first-year enrolment in a Master's programme at the Faculty of ITC, the following admission requirement applies: 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 *doctoral* certificate, or a Bachelor's in combination with an obtained Pre-Master's required for admission, or is exempted 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.

Art. 2.1.2 Additional conditions for enrolment in a joint programme

- Students who enrol in a Joint Educational Programme as part of the Master's Programme 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.

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 by using the ITC 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. 2.3 RESIDENTIAL STAY

A student will 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 in combination with residential stay.

1. 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 approximately one (1) week before the official start of the course.
2. 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.
3. A student may choose to opt out of this commitment before 1 June. By opting out, the student is solely responsible for finding accommodation and will receive no support from the University of Twente.
4. Students with a scholarship can also choose to opt out of the housing commitment unless the regulations from the scholarship provider stipulate otherwise.
5. 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).
6. 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.
7. Housing information, including student rates, can be found on the ITC website at <http://www.itc.nl/ITC-International-Hotel>.
8. Upon arrival, the student has to pay a deposit (EUR 500,-) and the rent for the current month in advance. This amount is subject to possible inflation corrections and can change.

ART. 2.4 STARTING DATES

Admitted candidates to 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.
 - 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 [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.

- a) The tuition fees of M-GEO cover a single academic year.
- b) The tuition fees of the credit and non-credit bearing courses cover the period of the course.

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

2.6.3 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.

2.6.4 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.

2.6.5 For the M-GEO programme, the student pays the tuition fee for each academic year prior to the start of the academic year, deadline is 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 must pay the tuition fees before 1 August. The student has the possibility to pay the tuition fee for the 2nd academic year in 2 instalments. The deadline for the 1st instalment is 1 August and the deadline for the 2nd instalment is 1 February.

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

ART. 2.7 VISA COSTS

Most [non-EEA students](#) need an entry visa and/or residence permit to travel and stay in the Netherlands. ITC will apply on behalf of the student for an authorization for a temporary stay.

The residence permit is valid for the duration of your study plus 3 months.

The costs for obtaining the visa and/or residence permit are determined by the Dutch government 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>).

Short Course students need to apply for a short visit visa at the Netherlands Embassy/Consulate in their home country at their own costs.

ART. 2.8 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 year. ITC will make a monthly payment to the students on their Dutch bank account.

Availability of funds for costs of living during the second year needs to 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

ART. 2.9 MEDICAL INSURANCE

Enrolled candidates are required by law to hold full medical insurance. ITC arranges comprehensive insurance cover 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 advised to add additional coverage through ITC, if the coverage of their insurance is dubious.

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.

ART. 2.10 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, 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 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.
- The proof of enrolment as issued by the institutional administration 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.

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. 2.11 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, they will **not** be enrolled and cannot participate in any form of education.

ART. 2.12 TERMINATION OF ENROLMENT

2.12.1 Cancellation of a programme or course by the Faculty ITC or the University of Twente

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 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 two weeks before the start of all other courses. Any payment already made to ITC for tuition fees and redeemable student costs will be fully refunded. Participation in a similar ITC course can be arranged in consultation.

2.12.2 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 2.12.1.

2.12.3 The institute may terminate the enrolment in the following cases:

- At the request of the institutional administration if, despite due notice, the student has failed to pay their statutory tuition fees, institutional tuition fees, examination fees or compensation per ECTS credits. Termination of enrolment may take effect from the second month following the notice (Section 7.42(2) of the WHW)
- At the request of the institutional administration 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 institutional administration.
- At the request of the examination board by the institutional administration if the student is guilty of a serious cheating infraction (Section 7.12b(2) of the WHW). In the case of cheating, enrolment may be terminated for a maximum of one year. If the cheating infraction 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.
- At the request of the institutional administration if the student does not abide by the University of Twente house rules and disciplinary measures (Section 7.57h of the WHW). Enrolment will be terminated from the first of the month following the request from the institutional administration.
- At the request of the institutional administration in the event of the student's death. Enrolment will be terminated from the first of the month following the month of death.

2.12.4 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.

Upon early termination of enrolment for a course other than mentioned under 2.12.4a:

- Cancellations done **prior** to two months before the start of the programme will be fully refunded.
- Cancellations done **within** two months of the start of the programme will be 85% refunded.
- Cancellations **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 towards the ITC, they have to be fulfilled before the student departs.

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

2.12.6 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.

2.12.7 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.

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

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 relevant academic year.

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 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. 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 (mandatory for non-EER students) 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.

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 [website](#) Admission staff is the first point of contact for any questions related to admission 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 to the programme will be finalized after all the formal and financial requirements are met. Enrolment is for the first academic year (in case of a Master's programme) or the entire duration of the programme and applies only to the programme stated on the application.