

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 (GSLS), 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 2019-2020, paragraph 2.

2019-2020 v1.2

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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. Admissions officer: staff member with expertise in the area of selection and admission;
- C. Applicant: a person submitting a request for admission to a Master's programme;
- D. Board of Admissions (BoA): board charged with responsibility for all admissions to Master's degrees
- E. Board of Studies (BoS): management of the Graduate school, consisting of the three deans of the involved faculties.
- F. Confirmation of admission: a confirmation of admission as issued by the Board of Admissions on condition that the applicant meets the admission requirements;
- G. Education and examination regulations (EER): formal document describing duties and rights of students and staff.
- H. Graduate School of Life Sciences (GSLS); organization responsible for content and quality of education of Master's and PhD degrees of the Faculties of Science, Medicine (UMCU) and Veterinary medicine
- I. Programme selection committee: each programme has a selection committee comprised of the programme leader, programme coordinator and programme lecturer(s).
- J. Quota programmes: programmes that have a URO registered maximum capacity.
- K. HS Holland scholarships: provided nationally, divided by UU, for non-EU students
- L. UES: Utrecht excellence scholarships: provided by UU for non-EU students with excellent records.

Article 1.2 Board of Admissions

1. The Board of Studies (BoS) of the graduate school ensures a proper procedure for admissions to all programme's in the GSLS (see annex 1) to be executed by the Board of Admissions (BoA).
2. The BoS is responsible for appointing the BoA of the Graduate School of Life Sciences (GSLS). The BoA consists of at least 6 members, and an Advisory Board consisting of the programme leaders of each Master's programme, who also function as chair of the programme selection committees.
3. The members of the BoA include the degree directors of the GSLS, the admissions officers of GSLS, and the chair of the educational committee and the Board of Examiners. The BoA may appoint other members from staff charged with executive responsibilities on teaching in the Life Sciences. The BoS will also appoint a 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 within six weeks after the application deadline (for quota programmes).
6. Decisions taken by the BoA will be recorded in formal letters of (
7. (un)conditional acceptance or rejection.
8. 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.

The BoA is charged with awarding 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/GTA/average grade
- motivation of the applicant
- CV: i.e. relevant extracurricular activities
- nomination of the programme committee

2. Each academic year, the BoA will draw up an annual report and provides it to the (DB)BoS upon request.

Article 1.4 Decision to grant admission

1. The authority to grant admission is mandated, in accordance with Section 7.30b of the Act, to the Deans of the Faculties, who have further allotted the mandate to the Director of the GSLS. The Director of the GSLS gives this mandate to the chair of the BoA.
2. Admission decisions will be based on the advice from the programme selection committees, the University Framework for Admission and the BoA guidelines.

3. The advice of the programme committees is based on the assessment whether or not the applicant possesses the knowledge, insight, skills and motivation in order to successfully finish the Master's degree in two years (EPMM in 1.5 years).
4. The BoA will 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. The BoA may grant a student exemption in certain circumstances
9. In cases of fraud the applicant will not be eligible for admission.

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 UU degree or 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's website.
3. The Executive Board of Utrecht University may establish a quota (maximum number of persons) that can be registered for a given programme. In such cases, this should be stated in the EER and on the website in a timely manner, and in any event no later than at the start of the academic year preceding that to which this maximum applies. An overview of quota is given in 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 at the GSLS¹ should submit a digital application for admission:
Via Studielink and subsequently OSIRIS admissions;

¹ The Master's programmes of the degree Health sciences (EPMM) deviate from the standard admission process.

-in case of an international degree: through the Admissions Office of Utrecht University,
or

-in case of a Dutch degree: through the administration office of the GSLS (Faculty of
Medicine or Science depending on the programme (Annex 2, table 1).

1. 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 for all applicants include:

- Diploma of the bachelor degree or a statement of graduation (n.a. for UU bachelors)
- (certified) Transcript / list of courses and grades
- Resume
- Letter of motivation

Additional mandatory documents may include:

- 2 letters of recommendation
- passport copy
- proof of UK language test result
- Writing sample (i.e. Bachelor thesis)
- Course description of relevant course work

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's website for each Master's programme.

2b. The UU admission office may demand certified hard copies of documents before
international candidates can be definitely admitted.

2. 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. Deadlines may differ for applicants who need a visa. See
annex 2 for actual deadlines.
2. Deadlines will be communicated through the UU website.
3. In deviation from section 2.2.1 the BoA 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 (unconditional admission) 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 and he/she is selected for a fixed quatum programme, the applicant is admitted unconditionally and receives 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 applicants should demonstrate to have achieved the minimum required English test levels as described in the EER.

2.3.b. Rejection or non-acceptance

1. If an applicant does not meet the required competences, he / she will be rejected and receive a letter of non-acceptance.
2. In case of programmes with fixed quota students may also be rejected based on the fact that they ranked lower than the maximum number of students who can be admitted to the programme.

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's website.

3. If a person fails to meet the admission requirements listed in the EER 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 completed successfully and on time.

2.3.d Waiting list

Programmes with fixed quota may use a waiting list for students that did not make the main ranking, but are still eligible in case a place becomes available. In this case, the student does not yet receive a formal letter, but is notified by email. Students on the waiting list should receive a formal decision no later than 1 September (Sept. starters) or 1 February (Feb. starters). Early bird non-EU will in all cases receive a formal decision within 6 weeks after the application deadline (1 December) and cannot be put in waiting until the main deadline ranking.

Article 2.4 Period of validity

Validity of a (conditional) letter of acceptance is noted on the letter, and can vary between 1, 7 or 13 months after the original starting date of the programme. In general, the offer is valid only for the starting date of the original application. In some cases the BoA decides to a validity of 7 months, or the maximum validity of 13 months after the original starting date of the programme. This gives the applicant access to the programme for February (if applicable) and/ or September the upcoming year 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 manner.
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 for the year 2019-2020 (start 2020-2021).

Annex academic year 2018-2019**Annex 1****Members Board of Admissions**

Chair: Prof. H.V.M. Van Rijen: Director GSLS, Degree Director Biomedical Sciences / Neuroscience and Cognition/ Health Sciences, Faculty of Medicine

Prof. R.J. de Boer: Degree Director Biosciences / Science and Business, Faculty of Science

S. Goubitz, PhD Secretary tot he Executive Board of Studies, GSLS

J.B.A. Maintz, PhD Admission officer GSLS (Beta), Faculty of Science

J.A. Post, PhD: Chair Board of Examiners

S. I. The, PhD: Chair Educational Committee

P. Krijgsheld, PhD: Admission officer GSLS (BMS) Faculty of Medicine (Secretary)

Members of the advisory board to the BoA

Programme leaders per Master's programme – chair programme admission committees

- Prof. dr. Han Wösten (BINN)
- To be appointed (BINF)
- Prof. dr. Marc Vos (BIDM)
- Prof. dr. Jos Malda (BIFM)
- Prof. dr. Boudewijn Burgering (CSDB)
- Prof. dr. Roos Masereeuw (DINN)
- Prof. dr. Rick Grobbee, MD (EPIM/EPMM)
- Prof. dr. Ronald Pierik (ENVB)
- Prof. dr. Jos van Strijp (IMIF)
- Prof. dr. Elly Hol (NSCN)
- Dr. ir. Wilbert Bartels (MIMG)
- Prof. dr. Lukas Kapitein (MCLS)
- Prof. dr. Dick Heederik (ONEH)
- Prof. dr. Marianne Verhaar (RMTM)
- Prof. dr. Sjef Smeekens (SBM)
- Prof. dr. ir. Juliëtte Legner (TXEH)

- **List of Master's programmes**

- | | |
|------------------------------------|------|
| - Biology of Disease | BIDM |
| - Biofabrication | BIFM |
| - Bioinformatics and Biocomplexity | BINF |
| - Bio inspired innovation | BINN |

- Cancer, Stem Cells and Developmental Biology	CSDB
- Drug Innovation	DINN
- Environmental Biology	PLBI (a.k.a. ENVB)
- Epidemiology	EPIM
- Epidemiology Postgraduate	EPMM
- Infection and Immunity	IMIF
- Medical Imaging	MIMG
- Molecular and Cellular Life Sciences	BMOL (a.k.a. MCLS)
- Neuroscience and Cognition	NSCN
- One Health	ONEH
- 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

Programme	Quota	Start dates	Deadlines* NL/EU nationality	Deadlines* non-EU nationality
BIDM	Yes (40)	Sept / Feb	1 April/ 15 Oct	1 April/ 1 Sept
BIFM	Yes (15)	Sept	1 June	1 April
BINF	No	Sept	1 June	1 April
BINN	Yes (30)	Sept	1 June	1 April
CSDB	Yes (35)	Sept	1 April	1 April
DINN	Yes (48)	Sept	1 April	1 April
ENVB	Yes (60)	Sept / Feb	1 June / 15 Oct	1 April / 1 Sept
EPIM	No	Sept	1 June	1 April
EPMM	No	Sept/ Feb (online)	1 July/ 1 Dec	1 April/ 1 Dec
IMIF	Yes (30)	Sept	1 April	1 April
MCLS	Yes (60)	Sept	1 June	1 April
MIMG	No	Sept	1 June	1 April
NSCN	Yes (55)	Sept	1 April	1 April
ONEH	Yes (25)	Sept	1 June	1 April
RMTM	Yes (30)	Sept	1 April	1 April
SBM	Yes (60)	Sept / Feb	1 April / 15 Oct	1 April / 1 Sept
TXEH	No	Sept	1 June	1 April

*Each programme has in addition an Early Bird deadline December 1st for scholarship purposes for non-EU applicants starting in September. Applications for the UES/HS can be taken into account until February 1st as long as the full and complete programme application has been submitted before December 1st.

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).

Programme	reference letter	referent contact info	writing sample	course information	other docs
BIDM	HBO / INT	x	HBO / INT	WONL/HBO/INT	x
BIFM	HBO / INT	x	x	all	x
BINF	HBO / INT	x	x	x	x
BINN	INT	WONL/HBO	x	x	x
CSDB	WONL/HBO/INT*	x	x	WONL/HBO/INT	Optional all
DINN	INT	HBO	x	x	x
ENVB	HBO / INT	x	x	x	x
EPIM/EPMM	WONL/HBO/INT	UU	x	x	x
IMIF	WONL/HBO/INT*	UU	x	WONL/HBO/INT	x
MCLS	HBO / INT	x	x	x	x
MIMG	INT	HBO	HBO/INT	HBO/INT	x
NSCN	WONL/HBO/INT	x	UU/WONL/HBO/INT	UU/WONL/HBO/INT	Optional all
ONEH	WONL/HBO/INT	x	HBO/INT	x	x
RMTM	HBO/INT	x	x	x	Optional all
SBM	HBO / INT	x	x	HBO / INT	x
TXEH	HBO / INT	x	HBO / INT	x	x

- The programmes CSDB and IMIF use a standardized format as reference letter.