

## Bijlage 2 Admission to EuroCollege University of Applied Sciences

Students who meet the formal admission requirements, set by Dutch education law, and who passes the intake interview will be admitted to the programme:

- vwo, havo, mbo4 or equivalent foreign diploma, propaedeutic certificate, associate degree certificate, bachelor degree, foreign degree or diploma that provides entry to higher education, senior high school e.g. in country of origin, positive 21+ test scores;
- The minimum TOEFL, TOEIC, IELTS and CAE / CPE requirements are provided in the table below.

TOEFL, TOEIC, IELTS and CAE / CPE requirements						
Bachelor Programmes	Toefl scores			TOEIC scores	IELTS scores	Cambridge ESOL - Certificate in Advanced English (CAE) - Certificate of Proficiency in English (CPE)
	Paper	Computer	Internet			
International Business & Entrepreneurship	550*	213*	79/80*	670*	6.0*	
	575	232	90	720	6.5	CAE -C
	625	263	113	790	7.5	CPE -C
International Hotel & Hospitality Management	550	213	80	670		
	575	232	90	720	6.5	CAE -C
	625	263	113	790	7.5	CPE -C
International Hospitality & Event Management	550	213	80			
	575	232	90	720	6.5	CAE -C
	625	263	113	790	7.5	CPE -C

- the same for Dutch students.
- A student who has passed one of the mentioned secondary education exams in the Diploma list of the Nuffic (see website Diploma list\_ENG\_.Pdf) , including English as a part of the curriculum, can be exempted from the mandatory language test according to article 4.3 from the Code of Conduct.

### Intake assessment

Prior to the enrollment , students are interviewed during recruitment sessions or through Skype, to make sure they understand what the chosen bachelor programme is about and expects from them in terms of attitude, motivation and commitment. Student will also write a letter of motivation.

### 21+ test

If your previous education is not on the required minimum level and you are over 21, there is an option to do a 21+ exam. The test takes three hours and includes the following:

- Reading
- English
- Writing
- Economics

This 21+ exam will , iff passed, replace the required minimum educational level.

All 21+ candidates are required to submit a TOEFL / IELTS / Cambridge certificate separately as part of the admissions procedure.

### Documents needed for applying to EuroCollege University of Applied Sciences

When you register with EuroCollege University of Applied Sciences, you will need to submit the following additional documents:

- A copy of the pages in your passport with identifying information or a photocopy of your European identity card.
- A copy of a valid residence permit which proves you are entitled to stay in the Netherlands. This only applies to students from outside the EU/EER or Switzerland and when you are older than 18 years at the start of your course.
- A certified copy of your diploma (signed and stamped by the appropriate authority such as your school) or degree certificate and final grades of your school-leaving certificate of pre-university education that entitles you to attend the bachelor's degree course of your choice. If you still need to sit your final exams, you can send us your gradelists over the past years. Note that for final enrollment you still have to send us a certified copy as soon as you pass your exams (see admission requirements for further details)

and if applicable

- A certified translation of your educational qualifications or diploma and grade lists (see admission requirements)
- A copy of the students IELTS or TOEFL or Cambridge Certificate for English
- If applicable a Neso certificate (for Chinese Students).

### **Completing your application**

To meet all the requirements of registration, EuroCollege will also send you the following forms:

- Authorisation for the payment of tuition fees
- Student card application form with passport photo.
- As part of the registration process you will receive a form in which we ask you to agree in writing with the procedure used by EuroCollege University of Applied Sciences to report the third-country national to the IND (whether or not with prior notice), in case the registration is terminated or after having established that the third-country national has not made satisfactory student progress as referred to in Articles 5.5 and 5.6 of the Code of Conduct.  
<http://www.internationalstudy.nl/pagina/gedragcode-en-reglementen>
- Further information on student progress see Supplement 2a, page 3.

The registration is complete as soon as we have received all above documents filled out and signed. Please send all your documentation to:

EuroCollege University of Applied Sciences  
Student Administration  
Westblaak 139  
3012 JK Rotterdam  
The Netherlands

or alternatively you can scan and email all your documentation to:

intoff@eurocollege.nl

### **Proof of acceptance to EuroCollege University of Applied Sciences**

As soon as you are admitted, the Student Administration will send your student proof of registration before the start of the academic year.

Please note: All documents must be sent to the Student Administration before the beginning of the academic year, which is 21 September or 1 February, depending on the start of the programme.

### **Change of address**

When you have your new address in the Netherlands send an email with your new address to the Student Administration intoff@eurocollege.nl

### **Important info**

All English language certificates are only valid if taken less than two years from the starting date of your bachelor programme.

## Supplement 2a

### **Performance conditions for studying at EuroCollege**

Studying at EuroCollege requires ambition, perseverance and compliance with the EuroCollege rules.

#### **Attitude grade**

In the hospitality, hotel, events and business sector, a serious and positive attitude is of utmost importance. We see it as our duty to prepare students for their future careers. An attitude grade will be given for each grade. This grade will count toward a maximum of 10% of the final grade in a given period. The Board of Examiners determines the attitude grade based on data gathered from lecturers and tutors. Students' attitudes and behaviour will be assessed by clients and by future employers when they enter the working world; we assess our students in a similar manner. The school accepts no correspondence in connection with the attitude grades. A performance/assessment form will be used to exclude subjectivity. The attitude grade will be partly based on compliance with EuroCollege rules. The following rules apply:

- Arriving/being present on time. Presence is mandatory for all students on scheduled lesson and study days. The school applies a so-called 75% rule and a lesson-exclusion scheme.
- Mandatory presence for scheduled study hours.
- Compliance with deadlines: i.e., submitting assignments, projects, etc. completely, on the agreed date and in accordance with the prescribed methods. In addition, we expect that students look for and find internships on time and that they complete projects and request re-examinations in a timely manner.
- Throughout the entire course of study at EuroCollege University of Applied Sciences, the student is obliged to make efforts to complete those parts that count toward the diploma with as good a result as possible. This commitment concerns not only the preparation for exams and/or re-exams, but also the performance or resubmission of assignments and other practical exercises.
- Thursday is suit day. Every student who shows up at school on Thursday (for meetings, lessons, self-study, examinations, return days, etc.) must comply with the dress code. Students that do not comply shall be denied access to the school, its facilities or projects.
- The student shall work on the development of his/her behaviour, attitude and discipline.

#### **Academic progress**

Academic progress is monitored by the study coordinator and student mentor by means of discussions that are conducted weekly and monthly with the student, professors and other staff members who are involved.

Each year, on the basis of the study reports and the reports of the discussions with/about the student, the study coordinator and student mentor discuss the student's academic progress in the examination committee meeting. In this progress discussion, in addition to an evaluation of the study results, an assessment of behaviour is also made. When assessing this behaviour, compliance with EuroCollege rules, attitude and proper commitment, the development of mentality and the discipline needed to complete the programme within the duration of the study are also considered.

#### **Performance conditions for studying at EuroCollege**

Studying at EuroCollege is subject to conditions concerning the student's performance. For the evaluation of performance, study grades (European Credits = EC) and the student's attitude are both taken into account.

The programme is subdivided into three years of study, such that 80 EC can be achieved in each year. In order to continue studying at EuroCollege, the following conditions apply with respect to the ECs:

- Each year, the student must have achieved at least 65 EC for that given school year.
- The 15 EC that a student may not have achieved in the first instance must be achieved in the next school year.

If a student does not comply with this condition, this may result in an "imposed delay of study" or in "un-enrolment from the programme". The study coordinator and student mentor sets out a

recommendation concerning this student's "imposed delay of study" or "un-enrolment from the programme". The study coordinator and student mentor bases his recommendation on the student's attitude and attitude grade.

## Diploma list

A student who has passed one of the below mentioned secondary education exams, including English language as a part of the curriculum, can be exempted from the mandatory language test according to article 4.3 from the Code of Conduct.

Name diploma	Name exam	Country
<i>Diploma van secundair onderwijs</i>	<i>Examen Algemeen Secundair Onderwijs, derde graad (ASO)</i>	Belgium (Flanders)
<i>Diploma van secundair onderwijs</i>	<i>Examen Kunst- en Technisch secundair onderwijs, derde graad (KSO/TSO)</i>	
<i>Studentereksamenbevis (STX)</i>	<i>Studentereksamen (STX)</i>	Denmark
<i>Bevis for Højere Forberedelseksamen (HF)</i>	<i>Højere Forberedelseksamen (HF)</i>	
<i>Zeugnis der Allgemeinen Hochschulreife</i>	<i>Abiturprüfung Gymnasium</i>	Germany
<i>Fachhochschulreife</i>	<i>Hochschulreifepfprüfung Berufsoberschulen</i>	
<i>Gümnaasiumi lõputunnistus</i>	<i>Riigeksamid Gümnaasium</i>	Estonia
<i>Ylioppilastutkintodistus/ Studentexamenbevis</i>	<i>Ylioppilastutkinto/ Studentexamen (Matriculation Examination)</i>	Finland
<i>Matriculation Examination Certificate</i>		
<i>Gimnáziumi Érettségi Bizonyítvány</i>	<i>Érettségi vizsga (Matura Examination)</i>	Hungary
<i>Szakközépiskolai Érettségi-képesítő Bizonyítvány</i>	<i>Érettségi vizsga (Matura Examination)</i>	
<i>Atestāts par Vispārējo Vidējo Izglītību (Certificate of Secondary Education)</i>	<i>Centralizētais eksāmens (National Examination)</i>	Latvia
<i>Brandos Atestata (Maturity Certificate)</i>	<i>Brandos Egzamino (Final Matura Examination)</i>	Lithuania
<i>Diplôme de Fin d'Études Secondaires</i>	<i>Examen de fin d'études secondaires</i>	Luxembourg
<i>Vitnemal for Videregående Skole (Secondary School Certificate)</i>	<i>Eksamen fellesfag ENG 1002/1003 (Vg1)</i>	Norway
	<i>Eksamen programfag SPR3008 (Vg2), SPR3010 (Vg3), SPR3012 (Vg3)</i>	
<i>Reifezeugnis/ Reifeprüfungszeugnis</i>	<i>Reifeprüfung Allgemeinbildende Höhere Schule (AHS)</i>	Austria
<i>Reife- und Diplomprüfungszeugnis</i>	<i>Reifeprüfung Berufsbildende Höhere Schule (BHS)</i>	
<i>Diploma de Bacalaureat</i>	<i>Examenuul de Bacalaureat</i>	Romania
<i>Vysvedčenie o Maturitnej skúške obtained at a Gymnázium</i>	<i>Maturita</i>	Slovakia
<i>Slutbetyg från Gymnasieskolan</i>	<i>Eksamen English 5, English 6, English 7</i>	Sweden