

1. Programme

In the academic year 2019-2020 the Preparatory Year of Dutch (VJN) starts on **1/2020** and finishes on **24/8/2020**. Course hours are usually from 9 to 12 a.m. but can alter due to changes in the programme. It is thus possible that classes are held in the afternoon as well.

Detailed programme:

- Level 1: 7/1/2020-31/1/2020
- Level 2: 5/2/2020-2/3/2020
- Level 3: 5/3/2020-1/4/2020
- Level 4: 24/4/2020-25/5/2020
- Level 5: 28/5/2020-24/6/2020
- Level 6 29/7/2020-24/8/2020

As of the academic year 2020-2021 the Preparatory Year of Dutch will start in October and finish in August.

2. Admission requirements

Proof of acceptance university or university college

You can only apply if you have a written proof that you have been accepted by a Flemish university or university college (academic year 2020-2021). If you have been accepted by Ghent University, you do not have to send us this written proof. The UCT will contact the student administration of Ghent University to confirm that you have been accepted (more information on <http://www.ugent.be/en>).

Please pay attention: an acceptance letter is not a proof that you are enrolled at a Flemish university or university college. An acceptance letter is a proof that you have been accepted to a certain programme. After you have successfully followed the Preparatory Year of Dutch and thus have obtained a B2 certificate of Dutch (for applied linguistics a C1 certificate, you can enroll at the school of your choice. You do not need to be enrolled at a Flemish university or university college in order to be accepted for the Preparatory Year of Dutch.

Future students with direct access to Ghent University do not need this written proof of acceptance.
See <http://www.ugent.be/en/teaching/admission/degreestudent/requirement/diploma/bachelor.htm>

Language requirements

You need no prior knowledge of Dutch before you can enrol but you do need basic knowledge of French or English as an intermediate language (required level: A2 of the Common European Framework).
<http://www.ugent.be/lw/uct/en/useful-information/faq.htm/cef-levels.htm>

Once we have all application documents (see '3.Applications, registrations and payments'), we will send you an email in which you will be asked to call us at a certain moment (please note that this is the time in Belgium, which means that you might have to consider a time difference). We can then assess your command of French or English. On the application form, you should indicate which intermediate language you use. Please do not forget to fill out your email address on your application form.

We do want to point out that the telephone conversation only assesses your oral skills of French or English. You cannot receive a certificate of your command of French or English based on this conversation.

If your command of the intermediate language is deemed to be sufficient during this telephone conversation, we will send you an invitation to officially register.

If upon your arrival In Belgium it turns out that you do not have a basic knowledge of French or English, the UCT will cancel your registration. You will be refunded the course fee minus the costs of the first module (395 euro) and administrative costs (250 euro).

Studying Dutch

It can be quite a challenge to master Dutch between January and September in order to function on an academic level. It is therefore best to consider this study as a full-time task. The trajectory is taught at a fast pace, which means that you will have to process a lot of information in a short amount of time. This requires a substantial amount of effort from the student. You will have to attend three hours of courses per working day. Furthermore, we also need you to invest three more hours a day for further study. Finally, you are expected to engage in conversation in Dutch outside of the UCT as often as possible.

We advise you to come to Ghent at latest one week before the start of the programme. This provides you with ample time for further administrative arrangements regarding your stay in Belgium.

If for whatever reason you sign in at the UCT after the start of the course, we will work out an alternative programme of Dutch together with you.

If you have not passed a certain level, you will have to retake this level because it is not possible to proceed to the next level if you have not passed the previous one.

For the first level you have to take again, you do not have to pay an extra fee. We will then cancel your level 6 and use the provided fee to cover your extra level. If you still want to follow level 6, you can reregister and pay for this course. You can follow a level three times.

If you have followed a certain level three times without passing the final test, your registration will be cancelled. We will refund the amount of the tuition fee that has not been used up at that moment, without costs. If this is the case, we advise you to contact In-Gent (the House of Dutch), which can refer you to another school.

3. Applications, registrations and payments

The UCT accepts applications from 1/4/2019 until 15/8/2019. The full course fee has to be paid before 16/9/2019!

You can only use the VJN application form. You have to send the fully completed and undersigned form to us by post or email, accompanied by the documents listed below.

- a clear copy of the passport (with a clear photograph)
- a written proof that you have been accepted by a Flemish university or university college. If you have been accepted by Ghent University, you do not need to include a written proof. The UCT will contact the student administration of Ghent University to confirm that you have been accepted. See 'Admission requirements'.

The APS-certificate is required for students from the People's Republic of China.

More information can be found at: <http://www.ugent.be/chinaplatform/en/aps/overview.htm>

After having passed the English or French language test, you will receive an invitation to make an official registration. Once you have registered, you will receive an invoice by email and ordinary mail.

Your registration is only valid once the UCT has received the full fee (this means once the fee is visible on the account of Ghent University). Once the payment has been received, the UCT will send you a confirmation letter which you can use to apply for your student visa.

Bank charges have to be paid by the student.

4. Communication via email

All communication regarding the Preparatory Year of Dutch (VJN) should take place via email. We cannot answer questions about a specific record by phone.

You use the email address you mentioned on the application form. You always send an email to uct@ugent.be. As soon as we have given you a student number (which can be found on the invoice) you have to mention this number whenever you contact us.

5. Fee and reduction

The fee is €2,370, course materials included.

Students of Ghent University (academic year 2020-2021) who have passed the course Dutch for Speakers of Other Languages level 5 of their VJN, can get a refund for all levels provided that they show us their valid student card before 1/12/2019. The refund is the student reduction of €1,200.

6. Cancellations

CANCELLATIONS AT THE LATEST ON 15/12/2019

Cancellations can only be done by the students themselves and have to be done in writing, so by letter or email. If you cancel at the latest on 15/12/2019, administrative costs of €100 will be charged. Bank costs have to be borne by the course participant.

When you cancel you send us back the original confirmation letter, together with a written statement in which you mention on which account number (including the IBAN code) we can transfer the refund. You clearly mention the name and address of the account holder as well as the name, address and SWIFT code of the bank. You also enclose a copy of your passport.

If you do not have a visa by 15/12/2019, we advise you to cancel your registration for VJN.

CANCELLATIONS AFTER 15/12/2018

If you cancel after 15/12/2019, then the general cancellations rules of the UCT apply: you can cancel up to two weeks before the start of a module. You will be refunded the course fee minus 50 euro administrative costs per module that you cancel. After this term you can no longer cancel nor ask for a refund.

Problems with obtaining the VISA

Obtaining a visa takes time. We therefore strongly advise you to start the visa procedure as soon as possible. The visa application procedure is your own responsibility. This is outside the scope and responsibility of the UCT and we will never intervene.

If you do not have a visa by 15/12/2019, we advise you to cancel your registration for VJN (see 6. Cancellations). In case you obtain your visa before 20/1/2020, then you get in touch with uct@ugent.be immediately. We will then work out an alternative programme for you. After 20/1/2020 an alternative programme is no longer possible.

7. Frequently asked questions

1. Where can I find the UCT and how can I reach it?
You find all the information about the location and directions on <http://www.ugent.be/lw/uct/en/useful-information/where-to-find-us/where-to-find-us-office.htm>
2. Can I get a discount if I come by train?
Yes, if you are younger than 26 and do not live in Ghent. We will provide you with a form upon your request.
3. Am I already an official student of Ghent University when I am doing the Preparatory Year of Dutch?
No, you are only a student of Ghent University if you have enrolled. This is only possible if you have obtained the certificate of Dutch (level 5).
Ghent University does offer you a number of facilities as a VJN-student. You can find information on <http://www.ugent.be/en/facilities>.
4. Can I get a student card of Ghent University?
No, see point 3. However, you can obtain a card that you can use in the university restaurants and the sport facilities of Ghent University (GUSB). You can find an application form for this card on our website: <http://www.ugent.be/lw/uct/en/useful-information/faq.htm/acces-card.htm>.
5. When and how do I enrol at Ghent University?
You can find all the information about when and how to enrol at Ghent University on www.ugent.be.
You can only enrol if you have proof that you have a B2- or C1-level of Dutch. This B2-level equals level 5 at the University Language Centre (UCT), the C1-level equals level 6. If you have passed level 5 or 6, you can collect a certificate at the registration office of the UCT. You will need this certificate to enrol at Ghent University.
6. Where can I find more information about student rooms?
You find more information on <http://www.ugent.be/en/facilities/housing/market/rooms.htm>.
7. Where can I collect a certificate to prove that I am attending Dutch classes?
You can obtain a certificate of attendance after each module. However, this is not possible before or during the modules.