Institute of Health Policy & Management (iBMG)

Erasmus University Rotterdam (EUR)

Admissions regulations
of the
Bachelor programme in Health Policy & Management
Master in Health Economics, Policy & Law;
Master Health Care Management;
Pre-master Health Policy and Management BMG

2015-2016 cohort
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1. Admission board

The admission board is responsible for admissions into the various programmes of the Institute of Health Policy and Management (iBMG). The admission board also ensures that the admission process is clearly structured and transparent.

1.1 Composition

The composition of the board accurately reflects the iBMG and the programmes offered by the institute. To ensure this in practice the various iBMG programme coordinators hold a seat in the admission board. Additionally, each programme of study is represented by at least one lecturer. The board is chaired by the iBMG programme director. An advisory committee has also been appointed to provide support for admissions related to the international intake.

1.2 Objective

The admission board provides clear rules regarding admission to the:
- Bachelor’s programme in Health Policy & Management
- Master’s programme in Health Economics, Policy & Law (HEPL)
- Master’s programme in Health Care Management (HCM), full-time and part-time
- Pre-master programme in Health Policy & Management

The admission board is responsible for admissions based on the Course and Examination Regulations (OER). The admission board has the authority to make exceptions to the OER.

<table>
<thead>
<tr>
<th>The iBMG participates in the European Master in Health Economics and Management (EU-HEM) together with three partner universities abroad. The admission criteria and procedure for this 'joint degree' can be found at eu-hem.eu.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The iBMG also offers the Health Economics specialisation within the Health Sciences research master (HSHE) offered by the research institute NIHES (Erasmus MC). The admission criteria and procedure for this programme can be found at <a href="http://nihes.nl/master-of-science-programmes/master-of-science-in-health-sciences-for-bachelor-graduates-120-ects/">http://nihes.nl/master-of-science-programmes/master-of-science-in-health-sciences-for-bachelor-graduates-120-ects/</a>.</td>
</tr>
<tr>
<td>All information related to admission criteria and enrolment procedures for the Health Law master can be found at <a href="http://www.esl.eur.nl/onderwijs/opleidingen/masteropleidingen/master/master_recht_van_de_gezond_heidszorg/">http://www.esl.eur.nl/onderwijs/opleidingen/masteropleidingen/master/master_recht_van_de_gezond_heidszorg/</a>.</td>
</tr>
</tbody>
</table>

1.3 Masters' target groups

For the intake for the master's programmes HEPL and HCM, the admission board distinguishes between two different target groups: students with a Dutch diploma (domestic intake) and students with a non-Dutch diploma (international intake). Each group has its own registration procedure:
- students with a Dutch diploma use the national Studielink website;*
- students with a non-Dutch diploma use the EUR Admissions Portal.

*Students who have obtained an International or European Baccalaureate in The Netherlands are considered to be students with a non-Dutch diploma.
2. Domestic intake

2.1 Admission criteria for iBMG programmes

To be eligible for admission to an iBMG programme, the admission board has established a number of admission requirements. The table below displays which admission criteria the admission board applies to each programme.

<table>
<thead>
<tr>
<th>Bachelor’s programme in Health Policy &amp; Management</th>
<th>HEPL</th>
<th>HCM Full-time</th>
<th>HCM Part-time</th>
<th>PM Health Policy &amp; Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior education</td>
<td>Prior education</td>
<td>Prior education</td>
<td>Prior education</td>
<td>Prior education</td>
</tr>
<tr>
<td>Mathematics proficiency</td>
<td>English language proficiency</td>
<td>English language proficiency</td>
<td>English language proficiency</td>
<td>Mathematics proficiency</td>
</tr>
<tr>
<td>Dutch language proficiency</td>
<td>Dutch language proficiency</td>
<td>Dutch language proficiency</td>
<td>Dutch language proficiency</td>
<td></td>
</tr>
</tbody>
</table>

2.1.1 Admission requirement – prior education

In order to be admitted to one of the iBMG’s programmes, the applicant’s prior education must meet the admission requirements. The admission requirements pertaining to prior education that have been established are listed below for each programme.

2.1.1.1 Prior education - Bachelor

Applicants with a diploma from the following programmes are eligible for admission to the bachelor’s programme:

- University preparatory education (VWO), all profiles
- University preparatory education (VWO old format with mathematics A and/or B, I and/or II)
- First year of a university level (WO) degree programme
- First year of a four-year university of applied sciences (HBO) programme
- Two-year (part-time) university of applied sciences (HBO):
  - Training for a qualification to teach nursing
  - Education for managerial staff
  - Public Health programme of study
  - Surgical assistant
  - Radiodiagnostic technician

The admission board evaluates, in accordance with statutory stipulations, whether an applicant with a diploma obtained abroad is eligible for admission to the bachelor’s programme.

Candidates who are eligible for an entrance examination and have passed an admission review are eligible for admission to the bachelor’s programme. More information on the entrance examination is available at the Erasmus Student Service Centre.

2.1.1.2 Prior education - Masters

All applicants who have successfully completed a relevant university-level bachelor’s or master’s programme are eligible for admission to the HEPL master’s programme (including the Health Economics specialisation) and the HCM master’s programme. The overview below lists the programmes that directly allow for admission to the programme.
Prior education for eligibility for admission to the HEPL master’s programme or the HCM master’s programme

| European Public Health (Maastricht) |
| Health Sciences (Maastricht) with a major in Policy, Management and Evaluation of Health Care |
| Health Sciences (Twente) |
| Health and Society (Wageningen) |
| Health Sciences (VU Amsterdam) with recommended electives** |
| Health Sciences (VU Amsterdam) with a specialisation in Policy |
| Systems engineering, policy analysis and management (all universities)*** |
| Industrial engineering and management science (all universities)*** |
| Business economics (all universities)*** |
| Medicine (all universities)*** |

Prior education for eligibility for admission to the HEPL master’s programme

| Law (all universities) |
| Pharmacy (all universities) |

Prior education for eligibility for admission to the HCM master’s programme

| Human Health and Life Sciences (VU Amsterdam) |
| Public administration and management science (all universities)*** |
| Science and Innovation Management (Utrecht)*** |

*Students who have completed a multidisciplinary pre-master programme in Health Sciences at Erasmus University are in principle not eligible for admission to the monodisciplinary Health Economics master's programme of the HEPL master’s programme. A decision to make an exception to this rule is only possible based upon the programme coordinator’s assessment of a motivation letter.

**Due to changes in the curriculum of the Health Sciences bachelor’s programme (VU Amsterdam) the courses ‘health policy & management’ (for admission to the HCM and HEPL master’s programmes) and ‘health law’ (for admission to the HEPL master’s programme) are no longer offered as electives. Because these courses are considered important for direct admission it is strongly recommended that students take these courses (or similar courses as assessed by the admission board) as an extracurricular course. Students can contact the programme information office for more information if they have any questions.

***In the case of the HCM master’s programme this prior education means that the applicant may be admitted directly provided that the applicant has taken the deficiency programme prior to this master’s programme. In the deficiency programme, knowledge in the field of healthcare will be augmented to the level needed for the master’s programme. No exemptions will be granted with regard to the deficiency programme.

Students who are eligible for direct admission to one the master’s programmes will receive a list of recommended literature along with the admission decision from the admission board. These students are required to study this literature prior to the start of the academic year in order to increase their chances of study success. In this context it is also strongly recommended to take the “Statistics Master HEPL & HCM” test offered online by the iBMG.

2.1.1.3 Prior education - Pre-master

Applicants not eligible for direct admission to the HEPL and HCM master’s programme are eligible for admission to the pre-master programme if they meet the following conditions:

- the applicant has successfully completed a 180 ECTS university bachelor’s programme in one of the core areas of iBMG’s fields of study, or
- the applicant has successfully completed a 240 ECTS university of applied sciences bachelor’s programme in one of the core areas* of iBMG’s fields of study.
*The core areas of iBMG education are health, economics, business studies, management, law, organisation studies, and management studies. The final decision for assessing whether an applicant meets the abovementioned criteria rests with the admission board.

2.2.2 Proficiency in mathematics admission requirement
To assess an applicant’s eligibility for admission to the bachelor and pre-master programme, proficiency in mathematics will be evaluated. The admission requirement with respect to proficiency in mathematics has been met if the student possesses:

- a Dutch pre-university diploma with mathematics as an examination course
- A mathematics examination administered by the Erasmus University Rotterdam
- Other mathematics certificates as assessed by the admission board

There are a few university of applied sciences programmes that meet the required proficiency in mathematics needed by an applicant for admission to the pre-master. The programmes are listed in the table below.

<table>
<thead>
<tr>
<th>Prior education that meets the mathematics proficiency requirement for admission to the pre-master</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBO Management, Economics and Law</td>
</tr>
<tr>
<td>Higher education in economics and management (HEO)</td>
</tr>
<tr>
<td>Higher Laboratory Education</td>
</tr>
<tr>
<td>Medical Imaging and Radiotherapy Techniques (university of applied sciences)</td>
</tr>
<tr>
<td>Capstone course in Clinical Epidemiology</td>
</tr>
<tr>
<td>Post-university of applied sciences Nursing Research</td>
</tr>
<tr>
<td>University of applied sciences programme in Commercial Economics (INHolland University of Applied Sciences)</td>
</tr>
<tr>
<td>Healthcare Technology (university of applied sciences)</td>
</tr>
</tbody>
</table>

2.1.3. English language proficiency admission requirement
A good command of the English language is necessary to be considered eligible for admission to the HEPL and HCM master’s programmes. To be considered eligible for admission to the master’s programmes, applicants must demonstrate their command of the English language at the required level of proficiency. Proof of proficiency is determined by a TOEFL test* or an IELTS test**. Exceptions to this admission requirement will be made for students who:

- possess a Dutch pre-university diploma who have completed and passed English as an examination course with a minimum grade of 6.0 on their final transcript, or
- can demonstrate they have completed a university bachelor’s or master’s programme fully taught in English in one of the following countries: The Netherlands, Australia, Canada (with the exception of the province of Québec), Ireland, New Zealand, the UK, or the USA.

*For the different test types the following minimum scores are required:
PBT 575, ITP 575 (EUR), CBT 232, and iBT 90.

**A minimum score of 6.5 is required here.

A student must provide proof of meeting the required English language proficiency admission requirement before the start of the master’s programme.

2.1.4. Dutch language proficiency admission requirement
Students admitted to the bachelor’s programme, the pre-master's programme, or part-time option of the HCM master's programme must have an adequate command of the Dutch language. The is requirement is met when:
- the applicant possesses a diploma from a Dutch-language secondary education or higher education programme of study, or a diploma that is at least equivalent to the aforementioned diploma and where Dutch (NT-1) was part of the examination for obtaining this diploma.
- the applicant has passed the test “Dutch as a second language, program two” (NT-2, Examen II), completing the listening, reading, speaking and writing proficiency modules.

2.2 Admission procedure and decision-making procedure

2.2.1 Important dates
The registration deadline for bachelor’s programmes in the 2015-2016 academic year is **1 May 2015**. The government has implemented this measure to stimulate students to consider their options for their choice of study well in advance so they ultimately choose a suitable programme of study.

The registration deadline for the master’s programmes and the pre-master programme is **31 July 2015**.

In principle, admission applications submitted after the deadlines will not be processed, as stipulated by the Course and Examination Regulations (OER).

More information can be found on the websites of the various programmes of study.

2.2.2 Admission procedure and decision-making procedure

2.2.2.1 Bachelor
At Erasmus University Rotterdam the admission procedure for bachelor’s programmes is coordinated and organised by the Central Registration Office.

Enrolment for the Public Health Sciences bachelor takes place through the Studielink website. Once the student has submitted an enrolment application for a EUR study programme, the student will receive an e-mail at the e-mail address the student provided to Studielink. This e-mail contains instructions for uploading a passport photo for the student card.

Starting in the month of June the student will be notified by the Central Registration Office about the tuition fee amount. Subsequently, the student can indicate the method of tuition fee payment in Studielink. As long as the enrolment application in Studielink has the status “application submitted”, the student’s enrolment is incomplete. Enrolment is completed only when the status changes to “enrolled”.

Within two weeks of the Studielink registration status changing to “enrolled”, the student will receive the student card by mail along with proof of enrolment. Students with an international correspondence address will receive their student card and proof of enrolment from their study programme.

2.2.2.2 Master’s and pre-master programmes
Students with a Dutch diploma (domestic intake) register using the national Studielink website.

When a student submits an enrolment application for a master’s programme, the admission board will inquire about the student’s preferred pre-master programme. The reason for this is
if the student cannot be directly admitted to the master’s programme, the admission board can assess the applicant’s eligibility for the pre-master programme.

Upon submitting an enrolment application the applicant is required to sign to indicate agreement with the enrolment and payment conditions. The conditions apply to the customised Friday option of the pre-master as well as the other pre-master programme option. In both cases the applicant has to sign to indicate agreement with these conditions. This measure has been taken to facilitate changing from one pre-master programme option to another. Applicants should note that this change can only be made before the programme’s starting date.

Incomplete enrolment applications or applications lacking the required attached documentation will not be processed. The admission board will only process fully completed enrolment applications. An exception to this condition is that the proof of English language proficiency and proof of graduation may be sent at a later date, provided that they are received before the 31 August 2015 starting date of the master’s programme.

The student will be informed, if, due to circumstances, the admission board is unable to meet this target.

If the student does not meet all the admission requirements at the time of registration, the admission board can decide to conditionally admit the student. The student subsequently has until 31 August 2015 inclusive to demonstrate that all admission requirements have been met. If the student does not demonstrate this before the deadline, then the conditional admission will be annulled.

Following the admission board’s decision the student still has the option of cancelling the enrolment application. There is a €50.00 charge if the student decides to cancel the enrolment application.

If a student has been deemed eligible or conditionally eligible for admission to a programme, the student is required to have registered for the correct programme through Studielink and met the conditions for paying the tuition fee before 1 September 2015. The abovementioned condition does not apply if a student has chosen the Friday option of the pre-master programme. The admission board, together with the Central Registration Office, will make the appropriate arrangements for registering these students.

2.2.2.3 Exemptions - pre-master programme
Based on an applicant’s prior education, exemptions within the pre-master programme may be requested and granted. Students who have completed a university-level bachelor’s and/or master’s programme may be eligible for exemptions. Students who have completed a university of applied sciences bachelor and/or master’s programme are not eligible for exemptions. An exemption will only be granted in cases where there is an overlap of the academic-level content of the programme with the student’s prior education.

Requesting an exemption can only be done when submitting an enrolment application through the digital enrolment system. Exemptions cannot be requested or granted after the starting date of the academic year (1 September 2015).

The admission board will evaluate, in part based on the recommendation of the relevant course coordinator, whether an exemption will be granted. An assessment will also be made as to whether the applicant’s knowledge, insights and skills are outdated.

The admission board will inform the student regarding whether the exemption request has been granted or rejected once all the submitted exemption requests from the student in
question have been processed. The admission board aims to provide this feedback on the expected dates as stated in 2.3.2.2.

When a student submits an enrolment application after 15 June 2015, the student must keep in mind that not all exemption requests can be assessed on their merits and processed before 1 September 2015.

3. International intake

3.1 Admission criteria
To be eligible for admission to an iBMG programme, the admission board has established a number of admission requirements. The table below displays which admission criteria the admission board applies to each programme.

<table>
<thead>
<tr>
<th>HEPL</th>
<th>HCM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior education</td>
<td>Prior education</td>
</tr>
<tr>
<td>English language proficiency</td>
<td>English language proficiency</td>
</tr>
</tbody>
</table>

3.1.1 Admission requirements - prior education
All applicants who have successfully completed a relevant university-level bachelor’s or master’s programme in one of the core areas are eligible for admission to the HEPL master’s programme (including the Health Economics specialisation) and the HCM master’s programme.

<table>
<thead>
<tr>
<th>Degrees accepted for admission in the HEPL master’s programme and the HCM master’s programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
</tr>
<tr>
<td>Political Sciences</td>
</tr>
<tr>
<td>Law</td>
</tr>
<tr>
<td>Social sciences applied to health care (Health Policy/Health Management/Health Administration)</td>
</tr>
<tr>
<td>Medicine*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degrees accepted for admission only in the HEPL master’s programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy*</td>
</tr>
</tbody>
</table>

*Students with prior education in pharmacy or medicine are eligible for admission in principle if their prior education is assessed as equivalent to at least a three-year university-level bachelor’s programme when compared to the Dutch education system. The assessment of their prior education is conducted by Nuffic, an independent non-profit organisation for international collaboration in higher education.

3.1.2 Admission requirement English language proficiency
A good command of the English language is necessary to be considered eligible for admission to the HEPL and HCM master’s programmes. To be considered eligible for admission to the master’s programmes, applicants must demonstrate their command of the English language at the required level of proficiency. Proof of proficiency is determined by a TOEFL test* or an IELTS test**. Exceptions to this admission requirement will be made for students who:

- possess a Dutch pre-university diploma who have completed and passed English as an examination course with a minimum grade of 6.0.
- can demonstrate they have completed a university bachelor’s or master’s programme fully taught in English in one of the following countries: The
Netherlands, Australia, Canada (with the exception of the province of Québec), Ireland, New Zealand, the UK, or the USA.
- possess Australian, Canadian (with the exception of residents of the province of Québec), Irish, New Zealand, British or American nationality.

*For the different test types the following minimum scores are required: PBT 575, ITP 575 (EUR), CBT 232, and iBT 90.

**A minimum score of 6.5 is required here.

3.2 Admission procedure and decision-making procedure

Students with a non-Dutch diploma can submit an enrolment application by uploading the required documents in the EUR Admissions Portal, as described on the website.

Incomplete enrolment applications or applications lacking the required attached documentation will not be processed. The admission board will only process fully completed enrolment applications. An exception to this condition is that the proof of English language proficiency and proof of graduation may be sent at a later date, provided that they are received before the 31 August 2015 starting date of the master’s programme.

The student will be informed, if, due to circumstances, the admission board is unable to meet this target.

If the student does not meet all the admission requirements at the time of registration, the admission board can decide to conditionally admit the student. The student subsequently has until 31 August 2015 inclusive to demonstrate that all admission requirements have been met. If the student does not demonstrate this before the deadline, then the conditional admission will be annulled.

Following the admission board’s decision, the student has the option of either accepting the offer of admission or conditional admission, rejecting it, or deferring it for a year. The student indicates his/her choice using what is referred to as an ‘Offer Reply Form. Please note: deferring admission for a year is only valid for the subsequent academic year. The student is required to communicate his/her choice to the admission board before 1 August 2015.

If a student has been deemed eligible or conditionally eligible for admission to a programme, the student is required to have applied for the correct programme through Studielink and met all the conditions for enrolment before 1 September 2015.

4. Appeals

If a student disagrees with the decision-making procedure, then the student can lodge an appeal with the admission board. With respect to the final decision of the admission board, an appeal can be lodged with the Examination Appeals Board (College van Beroep voor de Examens, CBE) of the Erasmus University Rotterdam.

5. Date regulations come into effect

These regulations came into effect on 1 September 2014.

As adopted by decision of the iBMG admission board.

Rotterdam, 9 December 2014
Dr M. Varkevisser
iBMG Programme Director