



In connection with the emergency measures imposed by the government in order to stop the spread of the COVID-19 virus, a number of articles regarding enrolment for the academic year 20-21 has been (temporarily) amended and/or changed.

This document contains the changes in comparison to the regular Enrolment Regulations INS HU 20-21, marked in yellow. This document must therefore be read in combination with INS HU 20-21.

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**Enrolment
Regulations
HU
2020-2021
(COVID-19 amendment)**

Enrolment Regulations INS HU 2020-2021 (COVID-19 amendment)

This document is an addition to the Enrolment Regulations INS HU 20-21 (hereafter referred to as INS HU 20-21), as established by the Executive Board on 13 February 2020 with the approval of the Employees' and Students' Council on 25 March 2020.

The changes recorded in this document in comparison to INS HU 20-21 were established by the Executive Board on 20 May 2020 with the approval of the Employees' and Students' Council on 30 March 2020.

This document takes effect on 1 September 2020 (and therefore applies to the enrolment for the academic year 2020-2021).

Article 1 as included in INS HU 20-21 will be complemented with a new definition:

Article 1 Definitions

31. Emergency Act:

Second Catch-all Emergency Act COVID-19, 35497 Expected to come into force 1 August 2020.

Article 5 as included in INS HU 20-21 will be replaced by the following article:

Article 5 Applying for enrolment for the first year of the associate degree programme¹ or the propaedeutic phase of a bachelor's degree programme.

1. This Article only applies to the first² enrolment for the relevant programme at the University of Applied Sciences for the first year of the associate degree (AD) programme or the propaedeutic phase of a bachelor's degree programme. Enrolment as a student for these programmes is only possible if the requirements as specified in this Article have been met.
2. This Article does not apply to degree programmes for which a selection procedure has been set up.
3. The programme selection activities of the University of Applied Sciences ("Programme selection check") consist of a digital intake form, a more detailed programme selection activity (matching) and a programme selection recommendation. The programme selection activity will be offered in such a (digital) form that physical presence will not be required. If the prospective student has engaged in a programme selection activity, the prospective student is entitled to a programme selection recommendation.
4. **Enrolment no later than 1 May 2020**
The person who wants to enrol in a full-time bachelor's degree or associate degree programme, and who resides in the Netherlands at the time of registration, must register with the University of Applied Sciences through Studielink by 1 May prior to the start of the academic year in question (7.31a.1). The prospective student must return the electronic intake form by 1 June **and will then be entitled to admission.**

The prospective student who enrolled no later than 1 May 2020 is entitled to a programme selection consultation interview. If the prospective student wishes to use that opportunity, he or she must have informed the administrators of the degree programme by 1 June 2020.

If the prospective student took part in the programme selection consultation interview, he or she is entitled to a (substantive) programme selection recommendation.

If the prospective student fails to return the electronic intake form within the term specified, he or she will cease to be entitled to admission and will not be entitled to take part in further programme selection activities or receive a programme selection recommendation either (7.31b).

Enrolment no later than 1 June 2020

5. The person who wants to enrol in a full-time bachelor's degree or associate degree programme, and who resides in the Netherlands at the time of registration, must register with the University of Applied Sciences through Studielink by 1 June prior to the start of the academic year in question. The prospective student must return the electronic intake form by 1 July **and will then be entitled to admission.** If the prospective student fails to return the electronic intake form within the term

¹ The associate degree programme doesn't have a propaedeutic phase. The first year of the associate degree programme are the first 60 EC.

² If a student disenrols during the study programme and then re-enrols in the following academic year, this is also a case of initial enrolment, not a subsequent enrolment.

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specified, he or she will cease to be entitled to admission and the prospective student cannot be enrolled.

The prospective student who enrolled after 1 May 2020 and no later than 1 June 2020 is entitled to a programme selection consultation interview.

6. In case the results of the digital intake justify this, the degree programme may decide that the prospective student is required to take part in a programme selection consultation interview. The prospective student will be informed of this as soon as possible, at any rate within 3 weeks after returning the digital intake form.

If the prospective student does not take part in a mandatory programme selection consultation interview, he or she will forfeit the right of admission.

If the prospective student took part in the programme selection consultation interview, he or she is entitled to a (substantive) programme selection recommendation and is entitled to admission.

7. The person who wants to enrol in a full-time bachelor's degree or associate degree programme, and who resides outside the Netherlands when registering, must register with the University of Applied Sciences through Studielink before 1 September. The prospective student will be entitled to admission if he or she has returned the electronic intake form within 1 month after registering, but no later than 15 September. The prospective student who enrolled no later than 1 May 2020 may request a programme selection consultation interview if he or she wishes to use that option. The prospective student who enrolled after 1 May 2020 may also request a programme selection consultation interview, but in that case it is up to the degree programme administrators to decide whether a programme selection consultation interview can be offered.

The person who wants to enrol in a work-study bachelor's degree or associate degree programme, and who resides in the Netherlands when registering, must register with the University of Applied Sciences through Studielink before 1 September³. The prospective student will be entitled to admission if he or she has completed and returned the electronic intake form within 1 month after registering, but no later than 15 September, and takes part in a programme selection consultation interview if the degree programme decides this is required.

8. The person who wants to enrol in a work-study bachelor's degree or associate degree programme, and who resides outside the Netherlands when registering, must register with the University of Applied Sciences through Studielink before 1 September². The prospective student will be entitled to admission if he or she has returned the electronic intake form within 1 month after registering, but no later than 15 September. The prospective student has the option to request a programme selection consultation interview if one is offered as per the regular schedule, but this is not compulsory. The prospective student who enrolled after 1 May 2020 may also request a programme selection consultation interview, but in that case it is up to the degree programme administrators to decide whether a programme selection consultation interview can be offered.
9. The person who wants to enrol in a regular part-time variant of a bachelor's degree or associate degree programme must register with the University of Applied Sciences through Studielink before 1 September⁴. The prospective student is not required to return a digital intake form. The prospective student who enrolled no later than 1 May may request a programme selection consultation interview if he or she wishes to use that option. The prospective student who enrolled after 1 May 2020 may also request a programme selection consultation interview, but in that case it is up to the degree programme administrators to decide whether a programme selection consultation interview can be offered.

³ In the event of enrolment for a work-study variant of a bachelor's or AD programme, the Institute Director may permit enrolment until 30 September on the basis of Article 7 paragraph 7.

⁴ In the event of enrolment for a regular part-time variant of a bachelor or AD programme, the Institute Director may permit enrolment until 30 September on the basis of Article 7 paragraph 7.

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10. The person who wants to enrol in a part-time film variant of a bachelor's degree or associate degree programme that is part of the Flexibility Pilot (see Article 7a) must register with the University of Applied Sciences through Studielink. The number of start dates may vary from programme to programme. The website and the study guide for the relevant degree programme state which start dates apply to the relevant programme and the deadlines for registration.

The prospective student will receive a digital intake form and invitation for a further programme selection activity in the form of a **programme selection consultation interview**. If the prospective student returns the digital intake form and participates in the programme selection activity, he or she is entitled to a programme selection recommendation. However, this is not required for the right to be admitted.

11. After registration for a part-time or work-study variant, from 1 September it will not be possible to switch to the full-time variant in the course of the academic year. **During the academic year (with a start date other than 1 September) this is possible, though.** Refer to Article 25 paragraph 2 for the possibilities of switching to another variant of the programme.
12. The person who has been enrolled in a **higher professional education-level or academic higher education-level degree programme** in the academic year prior to the academic year for which he or she is seeking enrolment, as substantiated by supporting documentation, must register with the University of Applied Sciences through Studielink before 1 September. The prospective student will be entitled to admission if he or she has completed and returned the electronic intake form within 1 month after registering, but no later than 15 September, and takes part in a **programme selection consultation interview if the degree programme decides this is required.**
13. The person who has enrolled in the propaedeutic or similar phase of a programme at a University of Applied Sciences by 1 June, but who wants to change programmes, must register with the University of Applied Sciences through Studielink before 1 September. The prospective student will be entitled to admission if he or she has completed and returned the electronic intake form within 1 month after registering, but no later than 15 September, and takes part in a **programme selection consultation interview if the degree programme decides this is required.**
14. The prospective student who has enrolled in time⁵ for a degree programme for which a selection procedure has been implemented, but is not registered for this programme, may use Studielink to enrol for another programme at the University of Applied Sciences before 1 September. The prospective student is then entitled to admission. The prospective student is not obliged to return the digital intake form, if sent, and has no right to a **programme selection consultation interview** or a programme selection recommendation.

Article 7.8 as included in INS HU 19-20 will be replaced by the following article:

Article 7 General requirements

8. A request for enrolment after 1 September that cannot be permitted under paragraph 7, will be regarded as an application for interim enrolment. Criteria for interim enrolment may be laid down in the study guide. **Interim enrolment for the Flexible Part time degree programmes will no longer be possible in the academic year 19-20.**

Interim enrolment takes effect on the first day of the month following the verification that all the enrolment requirements have been fulfilled or, alternatively, on a later date as requested by the

⁵ In the event of a course with decentralized selection, the student must have enrolled by 15 January; for degree programmes with additional admission requirements Arts Therapies (Vaktherapie) the student must have enrolled by 1 May.

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student (but always as of the first day of a month). This form of registration will not have a retrospective effect⁶.

Article 7.11 as included in INS HU 20-21 will be supplemented with a new sub g:

Article 7 General requirements

11. A student's identity and prior education will be centrally verified upon receipt of the application for an initial⁷ enrolment in a degree programme via Studielink. If central verification is not possible, the following documents need to be submitted to the university:
- a copy of a valid passport or European identity card;
 - a copy of the diploma or certificate as referred to in Article 10 or, alternatively, 16, and the associated list of marks⁸, if requested.

The university will also need to receive:

- certificates of admission as described in Chapter 9, if applicable;
- the other documents as stipulated by the Institute Director;
- for non-EEA subjects aged 18 or older: evidence (document or written statement) of lawful residence in the Netherlands⁹;
- written evidence that the payment obligations as determined in Chapter 10 have been satisfied.
- in the event of a conditional enrolment on the grounds of Article 7a paragraph 1, upon request proof which shows that it is reasonable to expect that the requirements as to prior education and/or admission requirements are fulfilled no later than on 31 December 2020. For the intake from MBO (senior secondary vocational education) to AD or BA HBO (associate degree or bachelor's degree higher professional education), the educational advice on completion from the MBO educational institution must be submitted at the very least.

Article 7a is newly introduced and reads as follows:

Article 7a Conditional enrolment

1. Those who as a result of the outbreak of COVID-19 have been unable to meet:
- one or more of the requirements as to prior education and/or admission requirements for enrolment in an AD or BA programme, as referred to in Articles 10, 12, 13 or 15, or any other requirements mentioned in these regulations, or
 - one or more of the requirements as to prior education and/or admission requirements for master's degree programmes, as referred to in Articles 9 and 16
 - the language requirements as referred to in Article 10 paragraph 5.

can, in derogation from these provisions and without prejudice to the other provisions in these regulations, be enrolled per 1 September 2020 on the condition that it is reasonable to expect that the relevant requirements are met no later than on 31 December 2020.

⁶ In case of re-enrolment in the same year after a termination of the enrolment because the tuition fees were not paid (article 31 paragraph 4) the Institute Director can re-enrol the student per the first of the month in which the student fulfilled all the requirements for enrolment.

⁷ When a student disenrols ad interim and subsequently re-enrols, this also applies as an initial enrolment and, therefore, not as a follow-up enrolment.

⁸ A common (standard?) photocopy will suffice for foreign documents, unless a certified photocopy is requested after all.

⁹ A student who reaches the age of 18 after their enrolment in study programme does not have to be checked for the status of their residency ad interim, unless this student enrolls in another study programme (a so-called 'switcher').

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2. Without prejudice to Chapter 6 of these regulations, the educational institution management will terminate enrolment if the person enrolled pursuant to the first paragraph, has not met the requirements before 1 January 2021 as referred to in that section¹⁰;

3. The educational institution management may refrain from terminating enrolment for reasons of non-compliance with the term set out in the second paragraph, if such termination resulted in considerable unfairness. In that case, enrolment is terminated if the requirements referred to in the first paragraph are not met before 1 September 2021.

4. The University of Applied Sciences will develop more detailed policies for the implementation of this Article¹¹. These policies will be published as soon as possible.

5. Paragraph 1 sub a of this Article does not apply to foreign students as referred to in Article 10 paragraph 2. Students who have not been able to complete their prior education in their country of origin or cannot yet be admitted to higher education in the country of origin, as a consequence of the outbreak of COVID-19, are not entitled to conditional enrolment as described in paragraph 1 sub a.

PRIOR EDUCATION REQUIREMENTS FOR BACHELOR'S DEGREE PROGRAMMES

Article 10.5 as included in INS HU 20-21 will be supplemented with a third paragraph:

Article 10 Prior education requirements for Associate degree and bachelor's degree programmes

5. If the diploma referred to in Article 2, 3 or 4 was issued outside the Netherlands, the Institute Director may not grant exemption from the prior education requirement as set in paragraph 1 until the Examination Board has received evidence of sufficient command of the Dutch language so that the study programme can be successfully pursued, and has given the Institute Director its positive advice on this matter (7.28.2).

It is not possible to already enrol as a student in a study programme as long as the aforementioned evidence has not been produced as yet, not even on the condition that the examinations or partial examinations will not be sat until this evidence has been produced (7.28.2).

Exemption from this requirement is granted to those who as a result of the outbreak of COVID-19 have not been able to pass the state examination Dutch as a Second Language, programme II (NT2-II) before 1 September 2020. In accordance with Article 7a of these regulations, they can be enrolled as of 1 September 2020 on the condition that they will have passed the state examination NT2-II by 31 December 2020.

Article 10.7 as included in INS HU 20-21 will be supplemented with:

Article 10 Prior education requirements for Associate degree and bachelor's degree programmes

¹⁰ Universities may set a different deadline for completing the required previous education for the enrolment of a university master's degree programme. The period may be between 01/01/21 and 01/02/21.

¹¹ The Employees' and Students' Council, in accordance with Article 10.20a, second paragraph of the Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs, WHW), has the right of consultation with regard to this policy.

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7. If the diploma referred to in paragraph 2, 3 or 4 was issued outside the Netherlands and the study programme is taught in English, the Institute Director may not grant exemption from the prior education requirement as set in paragraph 1 until the Examination Board has received evidence of sufficient command of the English language so that the study programme can be successfully pursued and has given the Institute Director its positive advice on this matter¹².

During the period that it is not possible to take the regular language tests as referred to in Article 4.2 of the Code of Conduct (these are the language tests mentioned in footnote 13) on account of the measures adopted to fight the coronavirus, the prospective student is allowed to sit online exams that are offered by the providers mentioned in Article 4.2 of the Code of Conduct, on the condition that these exams take place subject to adequate quality guarantees.

It is not possible to already enrol as a student in a study programme as long as the aforementioned evidence has not been produced as yet, not even on the condition that the examinations or partial examinations will not be sat until this evidence has been produced.

Exemption from this requirement is granted to those who as a result of the outbreak of COVID-19 have not been able to pass the language exam by 1 September 2020. In accordance with Article 7a of these regulations, they can be enrolled as of 1 September 2020 on the condition that they will have passed the mandatory language exam by 31 December 2020.

Article 10.11 sub e as included in INS HU 20-21 will be supplemented with an extra footnote 11:

Article 10 Prior education requirements for Associate degree and bachelor's degree programmes

11.

A student's identity and prior education will be centrally verified upon receipt of the application for an initial¹⁰ enrolment in a degree programme via Studielink. If central verification is not possible, the following documents need to be submitted to the university:

- a. a copy of a valid passport or European identity card;
- b. a certified copy of the diploma or certificate as referred to in Article 10 or, alternatively, 16, and the associated list of marks¹¹, if requested.

The university will also need to receive:

- c. certificates of admission as described in Chapter 9, if applicable;
- d. the other documents as stipulated by the institutional director;
- e. for non-EEA subjects aged 18 or older: evidence (document or written statement) of lawful residence in the Netherlands; 11
- f. written evidence that the payment obligations as determined in Chapter 10 have been satisfied.

11. If proof of lawful residence in the Netherlands cannot yet be obtained, because the candidate has not been able to travel to the Netherlands, as a result of (governmental) measures to prevent the spread of the COVID-19 virus, it is sufficient that proof is given that an MVV (provisional residence permit) has been submitted to the IND by the International Office. As soon as possible, the student is expected to come to the Netherlands and still collect his residence permit and submit a copy of it to the university of applied sciences.

¹² The HU University of Applied Sciences must adhere to the Code of Conduct for International Students. As regards the English language examination, the Code of Conduct determines that universities of applied sciences should examine other international students by way of one of the following exams: IELTS, TOEFL, TOEIC, Cambridge ESOL. The use of an own language exam is not permitted, unless it is validated by the National Board on the advice of the RCEC Research Centre for Examinations and Certifications. For the required scores, see Appendix 1. Exemption is granted to students with a diploma of English-taught prior education if, and insofar as, it is included in the list published by Nuffic to this end or has been confirmed by Nuffic in another way.

Article 16.1 as included in INS HU 20-21 will be supplemented with an extra footnotes 19 and 20:

Article 16 Prior education requirements for master's degree programmes

1. An individual can solely be enrolled in a master's degree programme if they:
 - a. hold a bachelor's degree issued by an academic university or a university of applied sciences; or
 - b. have knowledge, insight and skills at the level of a bachelor's degree issued by an academic university or a university of applied sciences; or
 - c. have access to academic or higher professional education in the country of a party that ratified the Treaty on the recognition of qualifications in higher education in the European region, unless the Institute Director can demonstrate that there is a significant difference in qualification between the foreign qualification and the general admission requirements¹³ (7.28.1) 19 and
 - d. if required, fulfils the qualitative admission requirements as set for the relevant study programme and described in study guide for the relevant degree programme (7.30b).20

19. If a foreign student has not yet received a BA diploma as a result of the COVID 19 outbreak, he or she cannot be enrolled on the grounds of the exemption of Article 7a paragraph 1, but if he or she does already have the knowledge, insights and skills commensurate with the BA degree level, he or she can be enrolled on the grounds of paragraph 1 sub b

20. If a foreign student does not yet formally meet the qualitative admission requirements as a result of the COVID 19 outbreak, he or she cannot be enrolled on the grounds of the exemption of Article 7a paragraph 1, but if he or she does already have the knowledge, insights and skills at BA degree level, here she can be enrolled on the grounds of paragraph 1 sub b

10 TUITION AND EXAMINATION FEES

Article 24.1 as included in INS HU 20-21 will be supplemented with a third paragraph:

Article 24 Exemption and reduction of tuition fees

1. Those who:
 - a. have already been enrolled as a student at HU, an academic university or another university of applied sciences for an academic year whilst paying the (reduced) legal tuition fees¹⁴ or, as students, owe class and course fees for that academic year; and
 - b. also, or instead, want to be enrolled at HU in a second study programme in the same academic year whilst paying (reduced) legal tuition fees, and
 - c. for the second enrolment at the university, owe a tuition fee amount higher than the tuition, class or course fees they already owed and paid,

owe the university for the second enrolment in that academic year a tuition fee amount equal to the difference between the amount already paid as demonstrated by documents and the required higher tuition fees.

If the tuition fee amount owed for the second enrolment is equal to, or lower than, the amount already paid (or to be paid) for the first enrolment, the student will be exempted from the payment of the tuition fees for the second enrolment (7.48).

¹³ The institutional director can demonstrate a significant difference in qualification by way of an advice issued by Nuffic, for instance.

¹⁴ There will be no settlement, therefore, if institutional tuition fees have to be paid for the enrolment at an institution other than HU.

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This provision also applies to the simultaneous enrolments with an MBO educational institution and a conditional enrolment on the grounds of Article 7a paragraph 1 of these regulations at the HU. MBO students who are enrolled in higher education pay course fees to the MBO educational institution and are exempt from paying statutory tuition fees up to the amount of the course fees. The students exercise their right to statutory reduced tuition fees for the time that they are enrolled both with MBO and HBO (Article 7.48, second paragraph, WHW). If the student is disenrolled before 1 January 2021, the student will not be eligible again for a reduction of tuition fees in the subsequent academic year in higher education.

Article 27.1 as included in INS HU 20-21 will be supplemented with:

Article 27 Refuse to enrol

1. The Institute Director refuses enrolment if the applicant does not fulfil the requirements as stipulated under or pursuant to the Act, which in any case includes the requirements referred to in Chapters 4 (application procedure), 5 (enrolment procedure), and 6 (enrolment requirements) (7.37).

With the exception of the provision in Article 7a of these regulations.

Article 27.3 as included in INS HU 20-21 will be adapted to:

Article 27 Refuse to enrol

3. The HU may refuse (re-)enrolment in the following years if there are still outstanding payment obligations to HU arisen from a previous enrolment¹⁵.

Article 31 as included in INS HU 20-21 will be supplemented with an extra paragraph 9:

Article 31 Withdrawal and termination of enrolment by the university

9. Enrolment can be terminated in accordance with Article 7a paragraph 2 of these regulations.

Appendix 1 as included in INS HU 20-21 is supplemented by an additional footnote 23:

ANNEX 1 ARTICLE 4 CODE OF CONDUCT FOR INTERNATIONAL STUDENTS.

4 Admission to and registration in the study programme

4.1 An international student who applies for admission and registration with the higher education institution must demonstrate the required preparatory education, sufficient language skills (see Article 4.2), and diplomas required for admission to the specific study programme. The higher education institution determines the preparatory education requirements prior to the recruitment of international students for the study programme in question and checks prior to admission whether the international student meets the requirements.

4.2 With respect to the education it offers to international students, the higher education institution determines the minimum language requirements that the international student must meet and makes sure that he/she actually meets these requirements.

For study programmes in Dutch, the provisions of Article 7.28, second paragraph WHW apply.

¹⁵ As of 1 September 2010 there is a possibility of unenrolment due to payment arrears. If the student re-enrols, the arrears should have been remedied.

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For study programmes in English, a minimum of an academic IELTS test with an overall band score of at least 6.0 (six) for the B and M level is required.

For preparatory education with a length of 6 up to 12 months, a minimum requirement of 5.0 IELTS applies; for preparatory education of 6 months or shorter, a minimum requirement of 5.5 IELTS is required¹⁶.

For the scores of other accepted language tests than IELTS, the table below applies¹⁷:

IELTS	TOEFL Paper	TOEFL Internet	TOEIC ¹⁸ Listening and Reading	TOEIC Speaking and Writing	Cambridge English grades and scale
7.5	625	113	790	400	Advanced (CAE) - Grade B (scale 194 - 199) Advanced (CAE) - Grade C (scale 191-193)
7.0	600	100	780	350	First (FCE) - Grade A (scale 185 and above) Advanced (CAE) - Grade C (scale 185 and above)
6.5	575	90	720	310	Advanced (CAE) - Grade C (scale 180- 184) First (FCE) - Grade A (scale 180 - 184) First (FCE) - Grade B (scale 176-179)
6.0	550	80	670	290	First (FCE) - Grade B (scale 173 - 175) First (FCE) - Grade C (scale 169 - 172)
5.5	525	70	620	260	First (FCE)- Grade C (scale 162-168)
5.0	500	60	600	240	First (FCE) - Grade C (scale 160-161) B1 level certificate (scale 154 - 159)

If the educational institution has serious doubts about the certificate issued and consequently about the command of English of the international student, the educational institution may impose further requirements related to language proficiency in addition to the applicable language requirement.

¹⁶ During the period that it is not possible to take the regular language tests as referred to in Article 4.2 of the Code of Conduct (these are the language tests mentioned in footnote 13) on account of the measures adopted to fight the coronavirus, the prospective student is allowed to sit online exams that are offered by the providers mentioned in Article 4.2 of the Code of Conduct, on the condition that these exams take place subject to adequate quality guarantees. By example the TOEFL iBT Special Home Edition test (is an online test).

¹⁷ The table is not meant to mutually compare language tests and/or scores. It is only meant to formulate the minimum scores for the accepted language tests referred to for the admission of international students. No attempt has taken place to establish a link with the Common European Framework of Reference for Languages (CEFR), because the CEFR is a framework with level designations and not a language test of English. A CEFR level covers multiple scores of the language tests mentioned in the table. That is why we did not include a level designation but a minimum score for a language test.

¹⁸ For both parts of the TOEIC the minimum score must be met.