



Admissions Handbook

1 Admissions Information

Applicants should have a master's degree in architecture. Equivalent work experience or self-learning may also be acceptable. Applicants are required to demonstrate talent as a designer as well as the ability and motivation to complete the programme successfully. Applicants will be expected to present a portfolio and demonstrate their ambition for the subject area and for studying at the postgraduate level.

Applicants must be eligible to study in the EU for the full duration of the programme. The UAA does not currently have a Student Visa licence. EU and international students, who are currently residing in the EU and are already in possession of alternative visas, which do allow for study and work within the EU, are eligible to apply. However, it is the responsibility of the applicant to check with local EU immigration authorities regarding the above. Those doing so must make evidence of this explicit upon their application to the UAA.

The UAA's language of instruction is English. Applicants should have an English level of B2, or higher, according to the Common European Framework of References. The UAA reserves the right to make conditional offers on the basis of candidates improving their English language if deemed necessary.

The UAA is committed to ensuring that applicants are recruited, selected and assessed solely on their relevant merits and abilities. The UAA supports equal opportunities and therefore no applicant will be treated less favourably on the grounds of disability, religion, race, colour, nationality, ethnic or national origins, sexual orientation, gender, marital status or political beliefs.

2 Admissions Process

Complete the application form (including contact details, personal information, a statement of purpose and portfolio alongside any required supporting documents) on the UAA website.

Upon receipt of a completed online application form, UAA staff will assess applicants aptitude for the course. Conditional academic places will be offered to successful applicants in writing. These will be confirmed once a deposit has been paid.

Application deadlines and term dates are published on the UAA website.

Portfolio

A maximum ten page edited portfolio showing your project and design work. For work developed in collaboration with others, clearly indicate your specific contribution. Refer to the online application form for full details.

Statement of Purpose

You will be asked to consider the following subject areas and complete them within the application form. The below is for guidance only.

Motivation:

What attracts you to the UAA? What are your ambitions in undertaking this programme? Do you have any specific areas of interest you want to develop?

Design:

Describe your design processes and methods. What is your first design step, and what do you require to make that step? What kind of spatial thinker are you? How do your preferred design tools help you solve problems? If applicable, describe your undergraduate thesis project.

Practice:

If applicable, describe two contributions you have made to projects in practice (these should correspond to your portfolio submission).

References

Both academic and employment references are required to be presented on official headed paper, be signed, and contain the referee's contact details.

Academic Transcripts/Certificates

Where applicable, academic transcripts and degree certificates must be supplied. If you have not completed your studies, please include transcripts to date. If you have also completed postgraduate study, please upload these documents as well. If available, transcripts and certificates in English are preferred; however, their original language is also acceptable.

Application Outcome

Upon assessment of the applicant's aptitude for the course, the applicant will receive one of the following responses in writing.

- Conditional Offer email: to be confirmed once the applicant has paid the deposit.
- Waiting List Offer email: to be confirmed once all assessments have taken place throughout the admissions cycle. Please note this does not guarantee a place.
- Unsuccessful Application email: unsuccessful applicants can be provided with feedback upon request.

The UAA aims to process applications in a timely manner by ensuring that the application process is regularly reviewed with members of academic and administrative staff. The assessment of applicants will be transparent and the reasons for a decision will be recorded.

Accepting Your Place

To accept your offer of a conditional place in the programme please notify the UAA by the date specified in your offer letter. At this stage you will need to provide a deposit of €300. Please note that the deposit is nonrefundable. Deposits are deducted from the first term's invoice.

Deferring

Should an applicant wish to defer (one year only) entry to the programme for the current academic year, they may request a deferral. All deferral requests must be sent to admissions@UAoA.nl. Please note that if you decide to defer, when you return to study you will be charged the tuition fees relevant to the year of re-entry.

Complaints and Appeals

If an applicant wishes to submit a complaint regarding the processing of their application or appeal a decision, the applicant should contact admissions@UAoA.nl stating the nature of the complaint or appeal.

The UAA will not normally reverse a decision unless the candidate is able to demonstrate a vast improvement over their original application.

3 Financial Information

Tuition Fees

For students registering for 2024/25 the tuition fees are €14,900 per year. The UAA believes in fair fees for all students, regardless of which country they come from. Tuition fees are due and payable at registration, with two payment options:

1. One full instalment. You are entitled to a five per cent discount if full payment of the year's fees is made prior to or at registration.
2. By two instalments. The annual fee can be split evenly between the two terms. The UAA must receive the term's tuition fee instalment no later than the start date of that term. The terms ordinarily start in September and January.

You are required to ensure that you have secured funds to pay your tuition fees at the point of enrolment. Students who anticipate difficulty in making tuition fee payments as outlined above should contact the UAA as soon as possible to discuss their financial position and options.

Additional Costs

Items such as laptops, accommodation, and living costs are extra to tuition fees. You may also incur additional costs for: study trips, materials, photocopying, printing, library subscriptions, etc.

Student Financing

The UAA is currently not registered for eligible students to apply for tuition fee loans. If financing is required, eligible students are welcome to individually pursue a personal loan.

4 Academy and Student Commitments

Attendance

The UAA requires students to be punctual and to attend regularly throughout the academic year. The UAA will treat circumstances such as illness or bereavement as exceptions. Where this is the case, efforts will be made to assist the student to recover missed learning opportunities.

Disabilities

The UAA is committed to supporting applicants with disabilities. In order to support applicants and their studies it is important that the UAA is made aware of any disabilities during the application stage. The relevant information must be indicated on the online application form. The UAA will put in place a Learning Support Plan and share with relevant Faculty.

Intellectual Property and Data Protection

All intellectual property rights created by you in connection with work on the UAA's projects shall belong to you and the UAA jointly. You agree that we can use work you have created on the course for any publication or publicity relating to the UAA. You consent to the UAA processing your personal data for the purposes of administering the programme. The UAA is GDPR compliant.

Plagiarism

Upon signing the application form candidates certify that the work submitted is entirely their own. If submitting collaborative work, specify this and clearly indicate your role and responsibility. Plagiarism is unacceptable in the academic setting. The UAA takes academic misconduct very seriously and seeks at all times to rigorously protect its academic standards.

Course Award Outcome

Upon the successful completion of your one-year course, you will receive the Graduate Certificate in Classical Architecture Design.