



Regulations for Enrolment

Wageningen University 2017-2018

Regular:

Student, Extraneus, Linkage student, Education Module student

Corporate Education,
Research &
Innovation

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This decision is an implementation of Chapter 7 of the Higher Education and Research Act (WHW), containing the principle rules governing enrolment, termination of enrolment and tuition fees. In a number of articles the Executive Board is commissioned and is given authority to develop further rules governing, for example, enrolment procedures, the level of the tuition fees for students not subject to the statutory fee levels, payment instalments of the tuition fees, and any reduction in or exemption from tuition fees.

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Definitions and acronyms

- Academic year: the year from September 1 through August 31
- BBC: Proof of Payment of Tuition Fees (*Bewijs Betaald Collegegeld*)
- BRON-HO: Basic Register for Education – Higher Education (in the Netherlands)
- Cohort 20XX: year of first enrolment of a student for a study programme
- DUO: *Dienst Uitvoering Onderwijs* - Information Management Group, Groningen
- EC = European credit: measure for the size of a course
- 'Education Module' student: student who holds a diploma of a bachelor programme and wants to obtain a secondary teaching qualification in a subject by registering for the education module of Wageningen University; in accordance with chapter 4 of the Royal Decree 'Experiments flexibilization of higher education' of April 8 2016. The bachelor programmes and courses concerned, are listed in the '*Regeling Verwantschapstabel educatieve minor*' of the Ministry of OCW.
- EER: Education and Examination Regulations of Wageningen University
- Executive Board: the Executive Board (*College van Bestuur*) of Wageningen University
- *Extraneus*: examination student (may only take interim examinations and the exam within the study programme enrolled; has no right to receive teaching).
- IND: Immigration and Naturalisation Service
- Institutional tuition fee: the tuition fee rate established by the Executive Board for students who are not entitled to pay the statutory tuition fee (there are several rates of institutional tuition fee)
- Linkage student: student who enrolls for a linkage programme to repair deficiencies and thus be admissible to a master's programme of Wageningen University
- New enrollee: student who enrolls for the first time for a Wageningen University study programme
- Numerus Fixus: bachelor programme with a maximum number of places available for first year students. The selection of the prospective students is done by the University.

- OCW: Ministry of Education, Culture and Science
- Regular education or regular education programme: all the courses and study programmes belonging to the initial education of Wageningen University and as included in the Study handbook 2017-2018 of Wageningen University
- SSC: Student Service Centre of Wageningen University
- Statutory tuition fee: the tuition fee annually set by the legislator for students complying with Article 7.45a WHW (€2006 for 2017-2018)
- Student: a person who enrolls for a study programme of Wageningen University as a 'student' as defined by Article 7.32 WHW
- Studielink: the digital portal in the Netherlands for application and enrolment as a student at non-private institutions of higher education in the Netherlands
- WHW: Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*)
- WSF: Student Grants and Loans Act (*Wet Studiefinanciering 2000*)
- WU: Wageningen University
- WUR: Wageningen University and Research
- WUR card: card issued once only by Wageningen UR to every student at the time of first enrolment. In combination with the annually issued proof of enrolment, the WUR card grants the holder certain rights.

1 Enrolment as a student or extraneus

- 1.1 Those who want to use the educational and/or examination facilities offered by Wageningen University for a regular bachelor or master study programme must enrol every academic year as a student or as an extraneus at Wageningen University. 'Education and/or examination facilities' also includes internships and thesis projects that, as part of a Wageningen study programme, are followed outside the teaching facilities of Wageningen University.
- 1.2 For enrolment as a student or *extraneus* the student must satisfy:
- The statutory preliminary education requirements and admission requirements set out in Chapter 7 Title 2 WHW as well as the admission requirements set by the Executive Board.
 - The general conditions for enrolment set out in Chapter 7, Title 3, section 1a WHW.
- 1.3 Enrolment as an *extraneus* is only possible if the Executive Board decides that this enrolment does not harm the nature and interest of education.
- 1.4 Additional requirements for students or extraneus enrolling for the first year of a bachelor's programme:
- First year students for a bachelor's programme with a Numerus Fixus must satisfy the conditions set out in the WU Regulations on decentralised selection 2017-2018 for the bachelor's programme concerned.
 - First year students with a Dutch grade of preliminary education for the bachelor's programmes with no Numerus Fixus must satisfy the general conditions for application and study choice activities as set out in Chapter 7, Title 3, section 1 of the WHW and the Matching Advice Regulations 2017-18 of Wageningen University.
- 1.5 Wageningen University will refuse enrolment if the student or extraneus has financial obligations to the university dating from former academic years.
- 1.6 A student or extraneus cannot enrol for a specific study programme when:
- in the three years preceding enrolment, a negative binding study advice for that study programme was received
 - already graduated in that study programme
- 1.7 A student or extraneus can only enrol as of September 1, 2017. To enrol as of September 1, 2017, the request for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received by Wageningen University before September 1, 2017.
- 1.8 In the event a student cannot fulfil the enrolment obligations as mentioned in Article 1.7 before September 1, the student may be enrolled on a retroactive basis, as of September 1, 2017, if:
- the student has submitted the request for enrolment before September 1, 2017,
 - the student fulfils all other enrolment requirements in the month of September, and
 - the programme director gives his or her consent in writing.
- 1.9 In contravention to Article 1.7, a student can enrol for a master's programme as of February 1, 2018¹ in the following cases:
- when the study programme has a formal second starting moment in February, or
 - when the programme director of a programme without second starting moment gives his or her consent in writing.
- To enrol as of February 1, 2018 the request for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received by Wageningen University before February 1, 2018.

¹ For two WU programmes, the MSc International Development Studies and the MSc Food Technology, the date to apply in this Article is 1 January 2018. At all instances where sections 1.9 and 1.10 mention 1 February, for these two study programmes one should read 1 January.

- 1.10 In the event a student cannot fulfil the enrolment obligations as mentioned in Article 1.9 before February 1, the student may be enrolled on a retroactive basis, as of February 1, 2018, if:
- the student has submitted the request for enrolment before February 1, 2018,
 - the student fulfils all other enrolment requirements in the month of February, and
 - the programme director gives his or her consent in writing.
- 1.11** Only in exceptional circumstances for example as set out in Article 7.51 paragraph 2c to g WHW, a student or extraneus can apply for enrolment for a bachelor or master programme other than enrolment in September or February. The head of the SSC decides on this application based on the advice of a student counsellor. The enrolment starts as of the first of the month following the month in which the applicant has satisfied all the enrolment requirements. When the student, prior to the enrolment, makes use of education and examination facilities, this is seen as unlawful use following Article 10.2.
- 1.11 In contravention to the Articles 1.7 to 1.11, students who have finished a bachelor's programme of Wageningen University, can apply for enrolment for a master study programme to which unconditional admission is granted following the EER, in the month following their bachelor graduation on the condition that all other enrolment requirements for the master's programme are satisfied.
- 1.12 The enrolled student/*extraneus* receives a WUR-card once only and for each academic year a proof of enrolment.

2 Enrolment as a linkage student

- 2.1 Those who, by virtue of any deficiency in previous education, cannot be admitted directly to a master study programme of Wageningen University, may, on the recommendation of the Master Admission Committee, enrol as a student for a linkage programme, by enrolling as a bachelor student for a linkage programme.
- 2.2 The linkage student can enrol any moment in the academic year. The enrolment starts as of the first of the month following the month in which the applicant has satisfied all the enrolment requirements. However, to compose an individual linking programme, a timely application is required. To start on September 1, the content of the linkage programme must be established by the master admission committee before August 1.
- 2.3 For enrolment as a linkage student, the student must satisfy:
- The statutory preliminary education requirements and admission requirements set out in Chapter 7 Title 2 WHW as well as the admission requirements set by the Executive Board.
 - The general conditions for enrolment set out in Chapter 7, Title 3, section 1 WHW.
- 2.4 Registering for courses
- During the enrolment as a linkage student, the student is only entitled to register for the courses of the linkage programme. The linkage programme comprises a maximum of 30 ECs.
 - The linkage student who desires to register for more courses than the courses of the linkage programme, has to enrol as a student for a bachelor's programme. All regulations on enrolment as a student and the corresponding tuition fee will be applied.
 - The linkage student who registers for other courses than his linkage programme courses at Wageningen University, makes unlawful use of educational or examination facilities and his or her enrolment will be terminated immediately.

- 2.5 The linkage student will be enrolled during one academic year only. If the linkage programme is not successfully completed in this first year, the student can apply to the head of SSC for re-enrolment.
- 2.6 In contravention to the Articles 1.7 to 1.11, students who have finished a linkage programme, can apply for enrolment for the master study programme wherefore the linkage programme gives admission as of the first of the month following the month of completion of the linkage programme, on the condition that all other enrolment requirements for the master's programme are satisfied.
- 2.7 The enrolled linkage student will receive a WUR-card once only and for each academic year a proof of enrolment.

3 Enrolment as a student for the education module

- 3.1 Those who already hold a diploma of a bachelor programme and wants to obtain a secondary teaching qualification in a subject, can obtain this teaching qualification by completing the education module of Wageningen University. This in accordance with chapter 4 of the Royal Decree 'Experiments for flexibilization of higher education' of April 8, 2016. The education module has a study load of 30 credits.
- 3.2 Those who want to complete the education module as mentioned in Article 3.1, can enrol as a 'education module' student at Wageningen University for the bachelor programme of which the student holds a diploma. The bachelor programmes of Wageningen University and courses concerned are listed in the '*Regeling Verwantschapstabel educatieve minor*' of the Ministry of OCW.
- 3.3 Enrolment as a 'education module' student is only possible as of September 1, 2017 or as of February 1, 2018. To enrol as of September 1, 2017, the request for enrolment, required supporting documents and proof of payment of tuition fees must be received by Wageningen University before September 1, 2017. To enrol as of February 1, 2018, the request for enrolment, required supporting documents and proof of payment of tuition fees must be received by Wageningen University before February 1, 2018.
- 3.4 For enrolment as a 'education module' student, the student must satisfy:
- a. the requirement that the student holds the diploma of the bachelor programme for which the student wants to enrol as well as other admission requirements set by the Executive Board.
 - b. the general rules and conditions for enrolment set out in Chapter 7, Title 3, section 1 WHW.
- 3.5 Registering for courses
- a. During the enrolment, the 'education module' student is only entitled to register for the courses of the education module. The education module programme comprises 30 ECs.
 - b. The 'education module' student who registers for other courses than the education module courses at Wageningen University, makes unlawful use of educational or examination facilities and his or her enrolment will be terminated immediately.
- 3.6 The 'education module' student will be enrolled during one academic year only. If the education module programme is not successfully completed in this first year, the student can apply to the head of SSC for re-enrolment.
- 3.7 The enrolled 'education module' student will receive a WUR-card once only and for each academic year a proof of enrolment.

4 Rights following enrolment

- 4.1 A person enrolled as a student for a study programme has the following rights:
- a. To participate in the regular education of the university, if prerequisites laid down are met, unless the Executive Board imposes restrictions
 - b. To take interim examinations in the courses belonging to the study programme and to take the examination of the study programme for which enrolled;
 - c. To access libraries, laboratories and other academic facilities and collections belonging to the university, unless the Executive Board restricts such access;
 - d. To use student facilities, including the services of the Student Counselling Service and sports and cultural facilities. The student must pay for the use of sports facilities and have sporting rights of Sports Centre De Bongerd;
 - e. To receive study supervision from lecturers and study advisors;
 - f. To exercise active and passive voting rights for the study programme committees and participatory bodies;
 - g. The opportunity to participate in committees or organs within Wageningen University like programme committees, Appeals Board etc.;
 - h. The opportunity to take on the role of student assistant;
 - i. The right, in the event of a resolution to end a study programme taken by the minister or Wageningen University, to complete the study programme within a reasonable period of time at the same or another institute.
- 4.2 A person enrolled as an *extraneus* has the following rights:
- a. To take interim examinations and exams within the study programme enrolled.
 - b. To access libraries and other academic facilities and collections belonging to the university, unless the Executive Board restricts such access.
- 4.3 The linkage student and the 'education module' student are only entitled to participate in the education within the linkage programme respectively the education module programme and to take the interim examinations within the individual study programme. Furthermore, the linkage student and the 'education module' student have the rights of a student as described in Article 4.1, sub c to i.

5 Termination of enrolment

- 5.1 Except in the case of any interim termination of enrolment, enrolment ends on the final day of the academic year, August 31, 2018.
- 5.2 The institute shall terminate the enrolment during the academic year in response to a request by the enrolled person through Studielink. Termination of enrolment takes effect as from the month following the month in which the request is received by the SSC or, at the request of the enrolled person, at a later date. At the time the request for termination of enrolment is made, the WUR-card and proof of enrolment for the current academic year must be submitted. If the student has received a BBC from Wageningen University for the benefit of a second study programme elsewhere, this BBC or proof of disenrollment from the other institute must also be submitted. Upon termination of enrolment, the student can be entitled to a refund of tuition fees paid for each month of the academic year remaining after the date of disenrollment (see section 9).
- 5.3 The institute may, except on the application of the student pursuant to Article 5.2, terminate the enrolment during the academic year in the following circumstances:
- a. If, following enrolment, it is established that at the time of enrolment the enrolled person failed to satisfy any conditions for enrolment. The enrolment will be terminated with immediate effect.

- b. If the enrolled person, even after receiving formal notice by the university, has failed to pay any instalment of the tuition fees on time. The enrolment will be terminated as from the second month following the month in which the notice is sent.
 - c. If the enrolled person:
 - Is guilty of serious fraud related to the study programme as defined in Article 7.12b (2) WHW and the Examining Board proposes the termination of the enrolment, or
 - Is in breach of the regulations and measures adopted by the Executive Board for the use of buildings and premises or otherwise causes serious disturbance and continues with such disturbance even after receiving formal warning by the Executive Board, the enrolment is terminated permanently with immediate effect.
 - d. If the student receives from the Executive Board a binding refusal following a negative study advice. The enrolment will be terminated as from the first day of the month following the date of the refusal and re-enrolment in the study programme in the next academic year is not possible.
- 5.4 In the case of termination of enrolment pursuant to Articles 5.2 and 5.3, the institute shall notify the affected party, DUO and if applicable IND.

6 Tuition fees

- 6.1 A student who enrolls for a bachelor or master study programme must pay the statutory tuition fees or institutional tuition fees in accordance with the terms of Article 7, sections 45, 45a, 46 and 47 of the WHW. The situation on the first day of enrolment determines the level and type of tuition fees to be paid.
- 6.2 A linkage student who enrolls for a linkage programme, pays a fee as defined in Article 7.57i WHW. When the student finishes the linkage programme and enrolls for a master programme, he/she must pay the statutory tuition fees or institutional fees in accordance with the terms of Article 7, sections 45, 45a, 46 and 47 of the WHW, as of the first month of enrolment for the master programme.
- 6.3 The 'education module' student who enrolls for the education module, pays half of the statutory tuition fee as defined in Article 7, section 45.1 of the WHW, per year of enrolment.
- 6.4 The flow chart in Figure 1 on page 10 indicates the type of tuition fees relevant for the various enrollers. In the table on page 11, the concepts used in the flow chart are explained. When there is uncertainty or unhelped-for mistakes regarding the flow chart or the table, legal requirements on the tuition fees and the Price Policy Memo of Wageningen University for 2017-2018 are binding.
- 6.5 If at any time during the academic year it is established that a student is enrolled for one of the fee levels in the table but fails to meet the conditions for that fee level during the period of enrolment or any part thereof, then for the period of enrolment during which he/she does not meet the conditions, the student shall be liable to pay the relevant level of fees to Wageningen University.
- 6.6 The Executive Board may define a special institutional tuition fees to one or a group of study programmes or to a specific group of students. The Executive Board decided to define at least two different institutional fees in 2017-2018:
- a. participants of the part-time online master programmes 'Plant Sciences' and 'Nutrition and Health';
 - b. the participants of the master programme Water Technology.

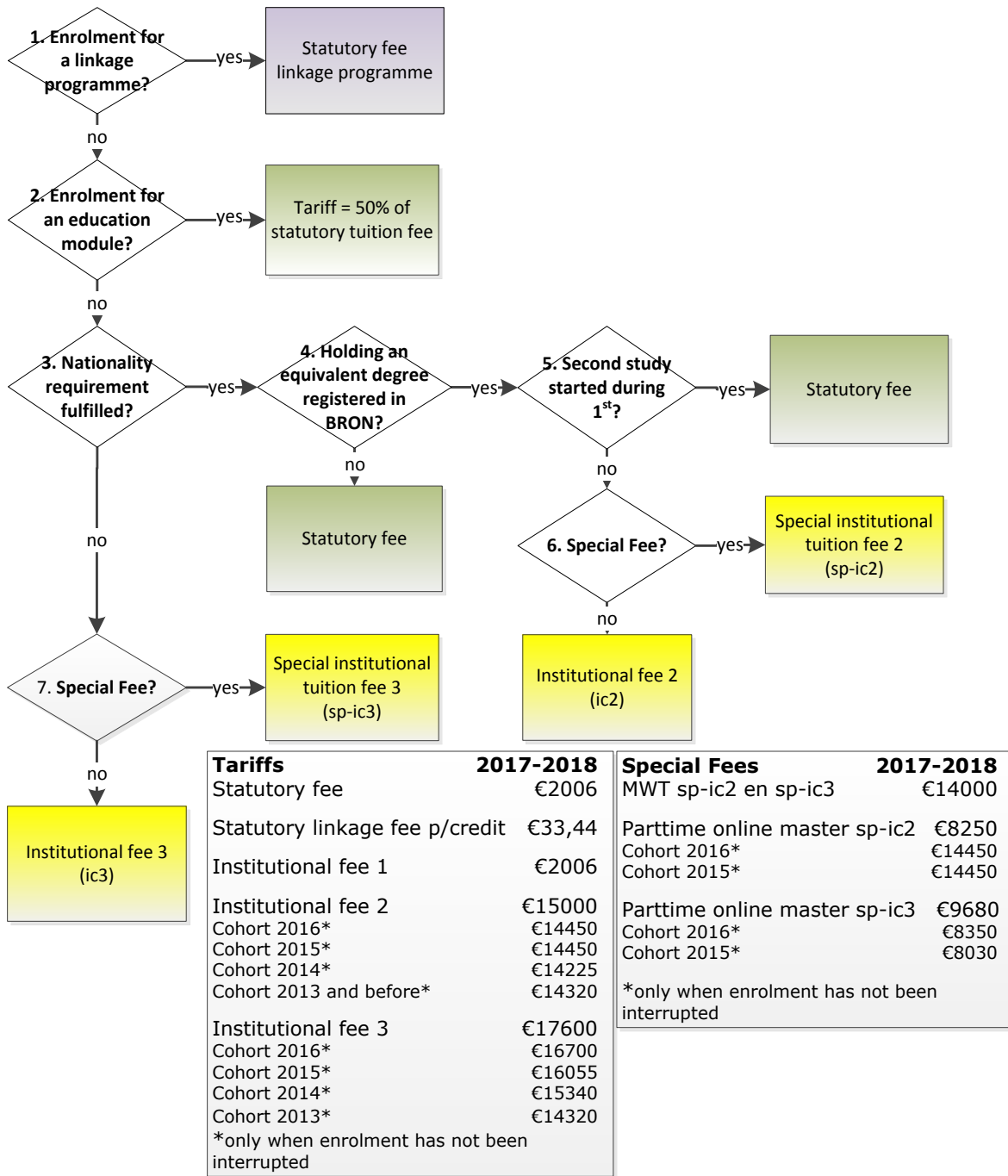


Figure 1 Decision Tree - Tuition fees to be paid in 2017-2018

Explanation of the conditions in the flow chart:

1. Enrolment for a linkage programme: Student who is enrolled in a linkage programme giving admission to an master study programme. The linkage student pays a special linkage fee (1/60 part of the statutory tuition fee for each credit of his or her linkage programme, to a maximum of 30 credits).

2. Enrolment for an education module: Student who has graduated in a bachelor programme of and wants to enrol in the same programme as a student to attend the education module of 30 credits, in order to obtain the grade-two teaching qualification for secondary education in a specific subject.

3. Nationality requirement: a student who meets the requirements regarding nationality mentioned in Article 7.45a, paragraph 1b of the WHW (=nationality of one of the countries of the EER or Suriname or belongs to one of the groups of persons as defined in Article 2.2 of the Student Grants and Loans Act 2000 (WSF 2000)).

4. Holding an equivalent degree registered in BRON: A student who wants to enrol for a bachelor programme and already obtained a bachelor's degree (or equivalent degree) which is registered in BRON, or a student who wants to enrol for a master programme and already obtained a masters' degree (or equivalent degree) which is registered in BRON. The degree/diploma has been awarded after August 31, 1991 and is registered in BRON.

5. Second study started during 1st: A student who before obtaining a bachelor's or master's degree has begun a second bachelor's or master's degree at Wageningen University. Such student may complete this second study programme for the statutory fee, provided continuous enrolment at Wageningen University.

6/7 Special fees: see Article 6.6

7 Examination fees

7.1 Examination fees will be paid by those who enrol as an *extraneus* for a study programme. The examination fees equal the tuition fees that such person would have had to pay when enrolled as a student.

8 Payment of fees

8.1 The owing fees must be paid before September 1, 2017. When enrolment takes place after September 1, payment is due before the first day of the month when enrolment starts.

8.2 It is possible to pay the statutory fees and the institutional fees 1 and 2 in 5 instalments. Examinations fees, fees for linkage programmes and institutional fees 3 must be paid in one payment. Payment in instalments is only possible through a direct debit from a European SEPA bank. The authorisation should be given in the same terms as mentioned for payment in Article 8.1. For payment in five instalments, an extra administration fee of 24€ is charged.

9 Reduction in, exemption from and refund of tuition fees

9.1 Reduction in tuition fees

A student who enrolls in the course of an academic year for a bachelor or master study programme will have to pay his/her tuition fees pro rata the remaining months of that academic year.

9.2 Exemption from statutory tuition fees or linkage programme fees

An exemption from payment of statutory tuition fees, linkage programme fees or education module tuition fees is possible for those wishing to enrol as a student at Wageningen University to follow a second study programme in Dutch higher education and who satisfy the following conditions:

- a. The first enrolment is an enrolment as a student, as defined in the WHW, at Wageningen University or another funded institute for higher education in the Netherlands, the Open University excluded.
 - b. The student pays the statutory tuition fees, as defined in Article 7.45a of the WHW, for the first enrolment at the institute for higher education.
 - c. The student is eligible for payment of the statutory tuition fees at Wageningen University as mentioned in Article 7.45a of the WHW.
 - d. The amount of tuition fees to be paid to Wageningen University is equal to or less than the statutory tuition fees paid for the first study programme. If the tuition fees to be paid to Wageningen University are higher, then the difference has to be paid.
 - e. The student supplies an original BBC from the institute of his/her first enrolment.
- If the above mentioned conditions are not fulfilled, exemption from payment of tuition fees is not possible and the student will have to pay the full relevant institutional fee.

9.3 **Refunding of tuition fees**

A student whose enrolment is terminated pursuant to Article 5.2, 5.3a or 5.3c may be refunded the tuition fees. Linkage students, 'education module' students and extranei are not entitled to refund fees. Any refund will be set off against with outstanding instalments of the tuition fees and/or other financial claims against the student.

- a. For a student liable to pay the statutory tuition fees or the institutional fee 1 and the raised statutory fee or the institutional fee 1 raised, the amount of the refund will be 1/12 of the tuition fees owed for each complete month following termination of enrolment. No refund will be made if enrolment is terminated as of 1 July or 1 August.
- b. For a student liable to pay institutional tuition fees 2 or 3, the amount of the refund will be 1/12 of the tuition fees owed for each complete month following termination of enrolment. No refund will be made if enrolment is terminated as of 1 July or 1 August unless the termination of enrolment is the result of graduation.
- c. In the event of the death of a student during an academic year the amount of the refund will be 1/12 of the tuition fees owed for each complete month following his/her death.
- d. In the case of enrolment for two or more study programmes at the same time at Wageningen University, whereby an exemption from tuition fees is granted in respect of the first study programme, a refund is only possible if enrolment for all study programmes is terminated at the same time.

10 **Other provisions**

10.1 **Hardship clause**

In extremely exceptional circumstances, the Executive Board may make exceptions to the provisions of these regulations in favour of a student. Such circumstances might arise if the application of a regulation would lead to a compelling case of unfairness. A request under this clause must be made in writing and supported as far as possible by documentary evidence. Application of this hardship clause may not result in any reduction in, or exemption from, the statutory tuition fees except as provided for by Article 7.48 sections 1 to 7 WHW.

10.2 **Compensation**

Those who make use of education and/or examination facilities of Wageningen University which are not part of the education programme for which the student has been enrolled (as linkage student or as education module student), and those who are not enrolled but make use of the education and/or examination facilities of Wageningen University, is liable to pay compensation to Wageningen University of up to the highest level of institutional tuition fees pursuant to Article 15.2 WHW. To enrol, the applicant must then satisfy the conditions set out in Article 1 of these regulations. In that case, possible results obtained in the period of non-enrolment, are not valid and cannot lead to exemptions.

10.3 **Penalty**

A person who is not enrolled but who makes use of the teaching and/or examination facilities of Wageningen University may be liable to pay a second-category penalty pursuant to Article 15.3 WHW.

10.4 **Closure of WUR account**

In the event that tuition fees are not paid on time or at all, Wageningen University will close the WUR account of the student by means of a suspensive measure two weeks following the first formal warning. In the event of termination of enrolment of a student during the academic year, Wageningen University will close the student's WUR account two weeks following such termination of enrolment. In the event of termination as provided in Article 5.3c, the WUR account is closed with immediate effect.

10.5 **Implementation of the enrolment decision**

The head of the Student Service Centre is responsible for the implementation of the provisions of this enrolment regulations. In cases not covered by this regulations, any decision will be taken by the head of the Student Service Centre.

10.6 **Objection**

A formal objection may be filed with the faculty, addressed to the Executive Board, against any decision taken pursuant to this resolution within six weeks of receipt of such decision. Notice of the right to object shall be contained in the decision of or on behalf of the Executive Board. The procedure for appeal is laid down in the Student Charter.

10.7 **Term of Validity**

These regulations are valid for the academic year 2017-2018, except where any parts of these regulations become invalid in the interim as a result of any changes in the law, or if the Executive Board, following consultation with the Student Council, decides on any interim amendment.

These Regulations have been enacted by the Executive Board at its meeting of May 29, 2017