



Regulations for Enrolment
Wageningen University 2017-2018
Non Regular:
National Guest Student, International Guest Student,
PhD Candidate, Contract Student

Corporate Education,
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Concepts and abbreviations

- Academic year: the year from September 1 through August 31 of the following year
- AMC/ ACT: Academic Master Cluster/Academic Consultancy Training (courses mentioned in the Study Handbook, with codes starting with a 6)
- BBC: Proof of Payment of Tuition Fees (*Bewijs Betaald Collegegeld*)
- BRON-HO: Basic Register for Education – Higher Education (in the Netherlands)
- Credit (European Credit): measure for the size of a course
- EB: the Executive Board (*College van Bestuur*) from Wageningen University
- '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 Education, Culture and Science (OCW).
- EER: Education and Examination regulations of Wageningen University
- Erasmus+ programme: exchange programme of the EU for Higher Education students
- IN: internship
- 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
- Online education: courses from the regular education programme of Wageningen University offered online.
- Picknick PhD candidate: PhD candidate from another university who, within his or her PhD-track, conducts research at Wageningen University and therefore wants to enrol for education at Wageningen University
- 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

- Refugee student: student who resides in the Netherlands as alien and who has been granted a temporary asylum residence permit (status holder) or who has started the asylum procedure with IND (non-status holder), and attends courses from the regular education programme of Wageningen University as contract student under the pilot 'Refugees@WUR'. Participation is only possible after admission by Wageningen University.
- Semester: half of the academic year (the first semester contains academic terms 1, 2 and 3, the second semester academic terms 4, 5 and 6)
- SIS: Student Information System
- 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)
- Studielink: the digital portal in the Netherlands for application and enrolment as a student at non-private institutions of higher education in the Netherlands
- TH: thesis
- WHW: Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*)
- 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.

Introduction

This decision contains the rules of Wageningen University for enrolment and termination of enrolment for those who cannot enrol as a regular student or extraneus in a study programme at Wageningen University, but only for parts of a programme or for courses. This is called non-regular education. Enrolment as a student, extraneus, linkage student or education module is part of the Regulations of Enrolment regular education 2017-2018.

Wageningen University distinguishes four forms of enrolment for non-regular education:

- National guest student (Section 3)
- International guest student (Section 4)
- PhD candidate (Section 5)
- Contract Student (Section 6)

Section 1 and 2 state the general regulations for these forms of enrolment. Sections 3 to 6 explain the specific regulations per form of enrolment.

1. General regulations for enrolment

- 1.1 Those who want to use the educational and/or exam facilities of Wageningen University and cannot enrol as a student or as an *extraneus* as described in Article 7.32 WHW, or do not register for a full study programme, can enrol in one of the following four forms:
 - a. National guest student
 - b. International guest student
 - c. PhD candidate
 - d. Participant in regular courses
- 1.2 General conditions for enrolment are:
 - a. Submission of a request for enrolment by filling in the WU registration form 2017-2018 with attachments
 - b. Paying the owed tuition, course or exam fees.
 - c. When attending education in the Netherlands: satisfy the conditions of legal residency in the Netherlands
 - d. When enrolling for a minor or course taught in English: satisfying the language conditions for prospective master students (see English language requirements at: <http://www.wur.nl/en/Education-Programmes/master/Admission-requirements-Master.htm>)
- 1.3 After enrolment the applicant will receive proof of enrolment and a WUR-card from the university, with the exception of:
 - PhD candidates, who will receive a WUR-card from the HR-department of their science group.
 - Guest students and participants who follow courses by online education: they will not receive a WUR-card, unless they have to visit the Campus of Wageningen University as part of their study.

2. General regulations for the termination of enrolment

- 2.1 The date of termination of enrolment depends on the form and duration of enrolment. In all cases, enrolment always ends on the final day of the academic year, August 31, 2018.
- 2.2 If, following enrolment, it is established that, at the time of enrolment, the enroller failed to satisfy any conditions for enrolment, the enrolment will be terminated with immediate effect.

- 2.3 Enrolment can be terminated:
- a. when the enroller violates the conditions for enrolment;
 - b. when the enroller, after a reminder by the university, does not satisfy the conditions for timely payment of (instalments of) the tuition fees, course or exam fees.
 - c. when the enroller:
 - commits serious fraud as described in in Article 7.12b part 2 WHW and the Examining Board proposes to terminate the enrolment.
 - is in breach of the regulations and measures adopted by the Executive Board for enrolment or for the use of buildings and premises, or otherwise causes serious disturbance, and after a reminder of the Executive Board does not stop this disturbance.
- The enrolment will be terminated with immediate effect and definitively.

3. Enrolment as a National Guest Student

National guest students (*'bijvak studenten'*) are students enrolled in a study programme at a Dutch Institute for Higher Education who want to enrol at Wageningen University for one or more courses, being part of their original study.

Conditions for enrolment

- 3.1 Additional conditions for enrolment for the national guest student are:
- a. The applicant is enrolled during the academic year 2017-2018 as a student at a Dutch Institute for Higher Education for a CROHO-registered study.
 - b. The student must submit a declaration of the Examining Board of the home institute that he or she wants to participate in courses of Wageningen University as part of the study elsewhere (preferably by submitting an approved individual examination programme) and cannot follow these courses at the home institute.
 - c. The student is not allowed to participate in a IN-course (internship). Applicants need permission in writing by the Examining Board of Wageningen University to participate in TH (thesis) and AMC/ACT courses.
 - d. When enrolling for a minor in the first semester, the request for enrolment must be submitted before August 1, 2017. For a minor in the second semester the request must be submitted before December 15, 2017.
 - e. When enrolling for one or a few courses, enrolment must take place before the final application date for the first course (see: [Agenda & Calendar Academic Year](#))

Enrolment duration

- 3.2 National guest students are registered for a maximum of 12 months. In that period they can participate in courses up to a maximum of 42 credits. When in these twelve months a student has participated in less than 42 credits, a request for an extension of enrolment can be submitted to SSC. When the period of twelve months is stretched over two academic years, re-enrolment per September 1 of the second year is possible, but only with approval of the Head of the Student Service Centre. A student from a Dutch Institute for Higher Education who wants to participate in more than 42 credits of courses, must enrol for a second study programme at Wageningen University.
- 3.3 Students enrolled at Utrecht University for the programme Geographic Information Management and Applications may be registered as national guest student for more than one year without limitation of the credits for participation or the type of courses.

Tuition fees

- 3.4 The national guest student who pays the statutory tuition fee at the home Institute for Higher Education and in case he or she should enrol at Wageningen University as a regular student is also entitled to pay the statutory fee, is granted exemption from the tuition fee if the student can submit a Proof of Payment of Tuition Fees (BBC) from his home institute and the tuition fee

due in Wageningen is equal to or less than the statutory tuition fee paid for the first enrolment. If the tuition fee for Wageningen University is higher, the owed tuition fee equals the difference between the two fees.

- 3.5 The national guest student who, in case he or she should enrol at Wageningen University should not be entitled to the statutory tuition fee, must pay the applicable institutional fee¹. This does not apply to GIMA students as mentioned in Article 1.3. They are granted exemption from paying tuition fees if they can submit a Proof of Payment of Tuition Fees (BBC) from Utrecht University, also if they are not entitled to pay the statutory tuition fee.

Rights after enrolment

- 3.6 Those who are enrolled as a national guest student have the following rights:
- a. Participation in the courses of the regular education programme of Wageningen University (IN courses excepted) included in the individual study programme for which the student is enrolled, unless the Executive Board has limited the participation (see also Article 3.9);
 - b. Taking interim exams of the above mentioned courses;
 - c. Admittance to and use of the libraries, laboratories and other scientific institutes and collections that belong to the university, unless the Executive Board has limited use. The student must pay for the use of sports facilities and have sporting rights of Sports Centre De Bongerd;
 - d. Use of student facilities including the services of the Student Counselling and Health Services, sports and cultural facilities unless the Executive Board has limited use;
 - e. Right to study supervision by lecturers and study advisors.
- 3.7 For national guest students participating in education and examination, the relevant rules of the Education and Examination Regulations (EER) of Wageningen University are applicable.
- 3.8 A national guest student registered for a bachelor programme in a Dutch Institute of Higher Education cannot add the courses followed at Wageningen University to the list of examination courses of a possible subsequent master study programme of Wageningen University.
- 3.9 The Executive Board has set a maximum of participants for several courses (see Study Handbook). National guest students are last in line to participate in these courses. When they register for these courses, even when they are part of a chosen minor, they simultaneously have to choose a second course as an alternative, in case of non-admission to their first choice course.

Termination of enrolment

In addition to the general regulations for the termination of enrolment in Section 2, the following specific regulations apply to National Guest students:

- 3.10 The enrolment of the national guest student at Wageningen University will be ended when the enrolment at the first institution will be finished.
- 3.11 The enrolment at Wageningen University will be ended after a request of the student, from the first of the month following the request of the student.
- 3.12 The enrolment will be ended immediately when the national guest student has been registered at Wageningen University for 12 months (the enrolment can be stretched over several academic years).

¹ See the flow chart in Section 6 of the Regulations for enrolment Wageningen University 2017-2018 (regular) *Regulations for enrolment Wageningen University 2017-2018 (Non Regular)*

4. Enrolment as an International Guest Student

International guest students are students studying (or working) at a foreign Institute for Higher Education who want to enrol at Wageningen University, within the framework of a cooperation or exchange programme.

Conditions for enrolment

- 4.1 Additional conditions for enrolment for the international guest student are:
- a. during the academic year 2017-2018, the international guest student is:
 - enrolled as a student at a foreign Institute for Higher Education and participates in the Erasmus+ programme of the EU, or
 - enrolled as a student or working as an employee at a foreign Institute for Higher Education that has a bilateral exchange agreement with Wageningen University.
 - b. The international guest student is only allowed to participate in a IN-course (internship) when the IN-course is part of a double degree master's programme in which the student participates, with Wageningen University as one of the partners.
 - c. Applicants need permission in writing by the Examining Board of Wageningen University to participate in TH (thesis) and AMC/ACT courses.
 - d. When enrolling for a minor in the first semester, the request for enrolment must be submitted before August 1, 2017. For a minor in the second semester the request must be submitted before December 15, 2017.
 - e. When enrolling for one or a few courses, enrolment must take place before the final application date for the first course (see: [Agenda & Calendar Academic Year](#)).

Enrolment duration

- 4.2 International guest students are enrolled for a maximum of 12 months (the enrolment can be stretched over several academic years). When the student has been enrolled for up to 12 months in the bachelor phase, he or she can be enrolled as an international guest student for another 12 months in the master phase.

Tuition fees

- 4.3 The international guest student who participates in an Erasmus+ Programme is granted exemption from tuition fees.
- 4.4 The international guest student who participates in another cooperation agreement than Erasmus+ Programme pays the tuition fee conform the cooperation agreement.

Rights after enrolment

- 4.5 Those who are enrolled as an international guest student have the following rights:
- a. Participation in the courses of the regular education programme of Wageningen University (IN courses excepted) included in the individual study programme for which the student is enrolled, unless the Executive Board has limited participation (see also Article 4.7). Participation in IN courses is allowed when this is explicitly part of the cooperation agreement;
 - b. Taking interim exams of the above mentioned courses;
 - c. Admittance to and use of the libraries, laboratories and other scientific institutes and collections that belong to the university, unless the Executive Board has limited use;
 - d. Use of student facilities including the services of the Student Counselling and Health Services, sports and cultural facilities unless the Executive Board has limited use. The student must pay for the use of sports facilities and have sporting rights of Sports Centre De Bongerd;
 - e. Right to study supervision by lecturers and study advisors.

- 4.6 For international guest students participating in education and examination, the relevant rules of the Education and Examination Regulations (EER) of Wageningen University are applicable.
- 4.7 An international guest student enrolled for a bachelor programme in a foreign Institute of Higher Education cannot add the courses followed at Wageningen University to the list of examination courses of a possible subsequent Master study programme of Wageningen University.
- 4.8 The Executive Board set a maximum of participants for several courses (see Study Handbook). International guest students are last in line to participate in these courses. When they register for these courses, even when they are part of a chosen minor, they simultaneously have to choose a second course as an alternative, in case of non-admission to their first choice course.

Termination of enrolment

- 4.9 The duration of enrolment of the international guest student is in most cases determined beforehand and therefore will be terminated automatically. Enrolment will be terminated earlier when the enrolment at the first institution will be finished within the duration.
- 4.10 International guest students are registered for a maximum of 12 months. After twelve months, enrolment will be terminated immediately.
- 4.11 The enrolment at Wageningen University will be ended after a request of the student, from the first of the month following the request of the student.

5. Enrolment as a PhD candidate

Those who do research leading to a PhD grade of Wageningen University, are registered in the administrative system PROMIS. Within the framework of the PhD track a candidate can register for courses of the regular study programme of Wageningen University. To register for these courses, the candidate must first enrol as 'a PhD candidate' in the Student Information System (SIS) of Wageningen University.

Conditions for enrolment

- 5.1 Additional conditions for enrolment in the SIS of Wageningen University for a PhD candidate are:
- Formal admission as a PhD candidate to one of the Graduate Schools of Wageningen University or permission by the Wageningen University professor involved to start the PhD track (with reservation for the formal admission);
 - The candidate must be registered in PROMIS;
 - The candidate must submit a statement from his/her supervisor specifying the courses to be followed within the framework of the PhD programme;
 - PhD candidates under the obligation of a residence permit and a work permit, need a valid residence permit and work permit;
 - If applicable: the 'university fee' and 'departmental fee' for the PhD track are paid for.

Tuition fees

- 5.2 The PhD candidate pays no tuition fees.

Rights after enrolment

- 5.3 PhD candidates have during their period of enrolment at Wageningen University the following rights:
- Participation in the education and taking interim examinations in the courses as part of the PhD track and as approved by the candidate's supervisor, unless the Executive Board has limited participation

- b. Participation in courses from the regular education programme of Wageningen University, up to a maximum of 12 credits, aimed at the elimination of deficiencies and the passing of a qualifying exam for admission to the PhD track.

5.4 For PhD candidates participating in education and examination, the relevant rules of the Education and Examination Regulations (EER) of Wageningen University are applicable.

Termination of enrolment

- 5.5 The enrolment ends immediately after:
- a. the completion of the PhD track. The enrolment as a PhD candidate will be terminated on the first day of the month following the month the doctorate is conferred.
 - b. A premature ending of the PhD track. The enrolment as a PhD candidate will be ended on the date the contract is ended.
- After termination of enrolment, participation in interim examinations or resits is not permitted.

6. Enrolment as a Contract Student

Those who want to participate in one or more courses in the regular education programme of Wageningen University (not being a guest student or PhD candidate) without the mean to study or complete a full study programme, can enrol as a contract student. Refugee students who want to participate in courses in the framework of the pilot 'Refugees@WUR', and Picknick PhD candidates will be registered as Contract Students.

Conditions for enrolment

- 6.1 Additional conditions for enrolment for a contract student are:
- a. The contract student will register for a course from the regular education programme of Wageningen University. The size of the course is measured in European credits (EC).
 - b. To participate in a course, contract students need permission in writing by the lecturer who is responsible for the course (related to the required knowledge and the available room for extra students).
 - c. The contract student cannot register for a IN-course (internship). They need permission in writing by the Examining Board of Wageningen University to participate in TH and AMC/ACT courses.
 - d. The participant is enrolled only for that period wherein the course is scheduled and offered.
 - e. When enrolling for a minor in the first semester, the request for enrolment must be submitted before August 1, 2017. For a minor in the second semester the request must be submitted before December 15, 2017.
 - f. When enrolling for one or more courses, enrolment must take place before the final application date for the first course (see: [Agenda & Calendar Academic Year](#))

Course fee

- 6.2 The contract student pays a course fee per European Credit (ec). A course starting in academic year 2017-2018 costs 293 euro per credit.
- 6.3 For alumni of Wageningen University (MSc, ir. or PhD degree) and Picknick PhD candidates a course costs 120 euro per credit.

Rights after enrolment

- 6.4 Contract students have during their period of enrolment at Wageningen University the following rights:
- a. Participation in the registered and paid courses, unless the Executive Board has limited participation;
 - b. Admittance to and use of the libraries and other scientific institutes and collections that belong to the university, unless the Executive Board has limited use;

- c. To take a test or an interim exam to complete the course.
 - d. To take a resit once, not later than in the next exam period when the test or interim exam is offered.
 - e. To receive a certificate naming the course and the result of the interim examination;
 - f. on the request of the candidate and if the candidate participated, right on a certificate of participation.
 - g. Use of student facilities if and as far as described in the contract between Wageningen University and the contract student.
- 6.5 For contract students participating in education and examination, the relevant rules of the Education and Examination Regulations (EER) of Wageningen University are applicable.
- 6.6 The Executive Board set a maximum of participants for several courses (see Study Handbook). Contract students are not allowed to participate in these courses.

Termination of enrolment

- 6.7 The enrolment will be ended after the period where the course is scheduled. When the contract student failed to pass the interim exam, one re-enrolment for one month can be granted during the first possible re-exam period.

7. Online Education

In all of the categories mentioned above, courses can be offered in online education mode. Those who want to follow a course by online education, will be enrolled, depending on their situation, in one of the categories above, with the distinction 'online education'. Conditions and rights of that category will be applied.

8. Other provisions

8.1 Hardship Clause

In special circumstances and on request of the applicant, the Executive Board can deviate from the conditions of this Regulation on behalf of a student. This will be the case if the application of the regulation would lead to an unreasonably strong disposition. A request in this regard must be submitted in writing to the Executive Board and, if possible, accompanied by proof.

8.2 Compensation

Those who use education and exam facilities at Wageningen University which are not part of the education programme for which the student has been enrolled (as national or international guest student, as PhD-candidate or as contract student), and those who are not enrolled and use the education and exam facilities at Wageningen University, is liable to pay compensation to Wageningen University of up to the highest level of institutional tuition fees. In order to still be enrolled, the party involved must meet the conditions in this regulations.

8.3 Implementation of the enrolment decision

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

8.4 Objection and Appeal

- a. National and international guest students and PhD-candidates may submit an appeal to decisions made on the basis of this regulation, to the Executive Board within 6 weeks after the receipt of the decision. This possibility will be mentioned in the decision.
- b. Contract students cannot submit an appeal. They can, if they do not agree with a decision made on the basis of this regulation, file a complaint at the Student Service Centre.

8.5 **Term of Validity**

These regulations applies for the academic year 2017-2018, unless the legal basis for parts of the Regulations in the interim expires.

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