

EXPLANATION 'BIJVAK' STUDENT ACADEMIC YEAR 2019/2020

1. Definition

Students who are enrolled at an Institution for Higher Education in the Netherlands for a 'CROHO' registered programme and who want to take additional subjects at Wageningen University as part of their study programme

2. Requirements for Enrolment

The general requirements for enrolment as 'Bijvak-student' are:

- Be enrolled in 2019/2020 as a student at an Institute for Higher Education in the Netherlands for a 'CROHO' registered programme
- Submit a 'Proof of Payment of Tuition Fees'¹
- Submit a completed and signed Registration Form for 'Bijvak Student'
- Submit a completed statement from the Examination Committee of the home institution certifying that:
 - the subjects (mentioned by name and subject code) to be taken at Wageningen University are part of the programme of the student at the home institution, and
 - the subjects (mentioned by name and subject code) to be taken at Wageningen University are not offered at their Institution
- 'Bijvak student' can register for courses up to a maximum of 42 credits. In case a student has registered for less than 42 credits in that period, a request for extension of the enrolment can be submitted to the SSC. If the student register for more than 42 credits, the student should enrol as a regular student.
- Please note that some courses (see the Study Handbook <https://ssc.wur.nl/Handbook>) have a set maximum number of participants. 'Bijvak' students can register for these courses but it is highly probable that they cannot be admitted to these courses. Therefore registration for an alternative course without a maximum restriction is obligatory.

If you would like to do a minor that includes a course with a maximum number of participants and you are struggling to find an alternative course, please contact the minor coordinator (look at: <https://www.wur.nl/en/Education-Programmes/BSc-Minors.htm>).

Specific requirements for enrolment as 'Bijvak-student' are:

- Written permission from the WU examination committee is required for the work forms thesis' (TH), 'academic master cluster' (AMC) and 'academic consultancy training'(ACT).
- Registration for the work form 'internship' (IN) is not possible
- Bijvak-students must provide proof of their proficiency in the English language.
 - Applicants enrolled as a student at a Dutch University are exempted from submitting an English Proficiency test.
 - Applicants enrolled as a student in a full English-language higher professional education programme (hbo) in the Netherlands will also be exempted from an English proficiency test. However, they must submit a signed statement from their institute of higher professional education stating that the medium of instruction during their complete Bachelor's programme is English.
 - Other applicants will be considered proficient in the English language if they comply with at least the [level 1 qualification requirements for admission](#) to the WU master's programmes:
 - o HAVO 7;
 - o VWO 6;
 - o RATER: Listening pass, Reading pass, Writing borderline, Speaking borderline (please also see [Wageningen in'to Languages](#)). Note, costs are involved!
 - o IELTS: overall grade 6.0 with a minimum sub-score of 6.0 for speaking;
 - o TOEFL: internet-based 80 with a minimum sub-score of 20 for speaking
 - o Cambridge Certificate of Advanced English (CAE/C1 Advanced): score between 169-190
 - o Cambridge First Certificate (FCE/B2 First): score between 169-190
 - o Cambridge Certificate of Proficiency in English (CPE/C2 Proficiency): score between 180-230

Documents

Students who want to enrol as a 'Bijvak student' at Wageningen University should submit the following (original) documents before the deadline:

- 'Bijvak' registration form 2019/2020
- Copy passport or copy ID card
- Original Proof of Payment of Tuition Fees (Bewijs Betaald Collegegeld - BBC) 2019/2020
- WU form 'Statement Examination Committee' of your institution
- Proof of proficiency in the English language (not applicable to students enrolled at a Dutch University).

¹ Proof of Payment of Tuition Fees (Bewijs Betaald Collegegeld - BBC) = original statement issued by the Dutch Institution for Higher Education of the students 1st enrolment, in which the Institute declares that the student is enrolled for a 'CROHO' registered programme and states the amount of tuition fee paid by the student for the 1st enrolment. The statement is issued for the purpose of registration at Wageningen University

Documents can be sent to ssc@wur.nl, with the exception of the Proof of Payment of Tuition Fees (BBC). The original BBC has to be sent by regular mail to the address below (not by email, we need the originals) or can be submitted at the desk of the Student Service Centre in the Forum Building.

Address:

Wageningen University
Student Service Centre (SSC)
FORUM
Droevendaalsesteeg 2
6708 PB Wageningen

- **Please, do not forget to sign and date the registration form!!**
- **Please note, incomplete registration requests will not be processed and returned!!**

Fees

The 'bijvak-student' who is enrolled as a student at another Dutch Institute for Higher Education for a CROHO registered government funded study programme and pays tuition fee at that Institute, is granted exemption from paying tuition fee at Wageningen University if the student can submit an original Proof of Payment of Tuition Fees (BBC) from the other Institute.

Deadlines

MINOR	DEADLINE FOR ENROLMENT
Given in Period 1, 2 & 3	August 1, 2019
Given in Period 4, 5 & 6	December 15, 2019

SUBJECTS	DEADLINE FOR ENROLMENT
Period 1	August 1, 2019
Period 2	September 1, 2019
Period 3	November 16, 2019
Period 4	January 4, 2020
Period 5	February 1, 2020
Period 6	March 29, 2020

After Enrolment/Registration for Subjects

When enrolled as a 'BIJVAK student' at Wageningen University, you will be sent an email concerning your WUR account username and password. Follow the instructions in the email.

If you have ever previously been given a WUR account, you will not receive these emails. In this case, please contact the IT service desk in FORUM (next to the Student Desk).

PLEASE NOTE: 'BIJVAK' STUDENTS **ARE NOT AUTOMATICALLY REGISTERED FOR SUBJECTS**.
ONCE REGISTERED AS A 'BIJVAK' STUDENT YOU WILL HAVE TO REGISTER FOR THE REQUIRED SUBJECT(S)
ON [HTTPS://SSC.WUR.NL/STUDENT/](https://ssc.wur.nl/student/)

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