



WAGENINGEN UR
For quality of life

Corporate Education, Research & Innovation

Regulations for Enrolment of Wageningen University 2015-2016

Regular: student, extraneous and linkage student

Corporate Education,
Research &
Innovation

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Wageningen UR (Wageningen University and various research institutes) is specialised in the domain of healthy food and living environment.

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 commencing 1 September and ending the following 31 August
- BBC: Proof of Payment of Tuition Fees (*Bewijs Betaald Collegegeld*)
- Cohort 20XX: year of first enrolment of a student for a study programme
- CROHO: Central Register of Higher Education Study Programmes (*Centraal Register Opleidingen Hoger Onderwijs*)
- DUO: *Dienst Uitvoering Onderwijs* - Information Management Group, Groningen
- EC = European credit: measure for the size of a course
- EER: Education and Examination regulations of Wageningen University
- Executive Board: the Executive Board (*College van Bestuur*) of Wageningen University
- *Extraneus*: examination student (may only sit tests and examinations and has no right to receive teaching)
- Institute tuition fee: the tuition fee established by the Executive Board for students not subject to the statutory tuition fee levels (there are different institute tuition fee rates)
- 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 enroller: student who enrolls for the first time for a Wageningen University study programme
- SSC: Student Service Centre of Wageningen University
- Statutory tuition fee: the level of tuition fee annually set by the legislator for students who satisfy the conditions set out in Article 7.45 WHW (in 2015-2016 1951€)
- Student: a person who enrolls for a study programme of Wageningen University as a 'student' as defined by Article 7.32 WHW
- Studielink: the electronic system to register and deregister.

- WHW: Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*)
- WSF: Student Grants and Loans Act (*Wet Studiefinanciering*)
- WU: Wageningen University
- 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 gives certain rights to the holder.

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 BSc or MSc study programme must register 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 1 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 a first year students or extraneus enrolling for a bachelor's programme:
- First year students for the bachelor's programme Voeding en Gezondheid must satisfy the conditions set out in the WU-Regulations on De-central Selection.
 - First year students with a Dutch grade of preliminary education must satisfy the conditions set out in Article 7.31a to 7.31d WHW and the WU-Regulations for Study choice advice.
- 1.5** Wageningen University will refuse enrolment as long as the student or extraneus still has financial obligations to the university dating from former academic years.
- 1.6** A student or extraneus can not enrol for a specific study programme when:
- he received, in the three years preceding enrolment, a negative binding study advice for that study programme
 - he graduated already in that study programme
- 1.7** A student or extraneus can only enrol as of 1 September 2015. To enrol as of 1 September 2015 the application for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received before 1 September 2015.
- 1.8** An application for enrolment filed before 1 September 2015, once the student has satisfied all other enrolment requirements before the 1st of October, leads to an enrolment per 1 October 2015. For enrolment as of 1 October, checks will be made to see whether prior to enrolment the student made unlawful use of educational or student facilities.
- 1.9** In contravention to Article 1.6 a student or extraneus can also enrol as of 1 February 2016¹. For new enrollers this is only possible 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 1 February 2016 the application for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received before 1 February 2016.
- 1.10** Only in exceptional circumstances set out in Article 7.51 paragraph 2c to g WHW, a student or extraneus can apply for enrolment for a BSc or MSc programme other than enrolment in September or February. The head of the SSC department decides on this application. The enrolment starts as of the first of the month following the month in which the applicant has

Comment [MG1]: A change in the law is under preparation to enrol these students per September 1. Depending on the exact text and the starting date of this change, we may adapt this article.

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 2016. At all instances where this chapter mentions February 1, for these two study programmes one should read January 1.

satisfied all the enrolment requirements. For enrolment as of 1 October or later, checks will be made to see whether prior to enrolment the student made unlawful use of educational or student facilities.

- 1.11** In contravention to the Articles 1.6 to 1.8, students who have finished a WU bachelor's programme, can apply for enrolment for a MSc study programme to which admission is granted following the EER, in the month following their BSc-graduation on the condition that all other enrolment requirements for the master's programme are satisfied.
- 1.12** The enrolled student/*extraneus* will receive from the university once only a WUR-card 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 WU MSc study programme, may, on the recommendation of the Admission Committee, enrol as a student for a linkage programme, by registering as a BSc 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 application should be filed before July, 15.
- 2.3** For enrolment as a linkage student, the student must satisfy:
 - a. 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.
 - b. The general conditions for enrolment set out in Chapter 7, Title 3, section 1 WHW.
- 2.4** During the enrolment as a linkage student, the student is only entitled to register for the courses of the linking programme. The linkage programme comprises a maximum of 30 ECs.
- 2.5** The linkage student who desires to register for more courses than the courses of the linkage programme, will not be registered as a linkage student but as a student for a bachelor's programme. All regulations on enrolment as a student and the corresponding tuition fee will be applied.
- 2.6** The linkage student will be registered during one academic year only. If the linkage programme is not completed successfully in this first year, the student can apply for re-enrolment at the head of SSC.
- 2.7** In contravention to the Articles 1.6 to 1.8, students who have finished a linkage programme, can apply for enrolment for the MSc study programme wherefore the linkage programme gives admission, in the month following the completion of the linkage programme, on the condition that all other enrolment requirements for the master's programme are satisfied.
- 2.8** The enrolled student/*extraneus* will receive from the university once only a WUR-card and for each academic year a proof of enrolment

3 Rights following enrolment

- 3.1** A person enrolled as a student has the following rights:
 - a. To participate in the education within the study programme and in principle throughout the university, unless the Executive Board imposes restrictions;

- b. To take interim examinations and examinations within the study programme;
- 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, unless the Executive Board restricts their use. 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 WU 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.

3.2 A person enrolled as an *extraneus* has the following rights:

- a. To take interim exams and exams within the study programme.
- b. To access libraries and other academic facilities and collections belonging to the university, unless the Executive Board restricts such access.

3.3 The linkage student is only entitled to participate in the education within the linkage programme. A linkage student has the rights of a student as described in Article 3.1, sub c to i.

4 Termination of enrolment

4.1 Except in the case of any interim termination of enrolment, enrolment ends on the final day of the academic year, 31 August 2016.

4.2 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 7).

4.3 The institute may, except on the application of the student pursuant to Article 4.2, 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.

4.4 In the case of termination of enrolment pursuant to Articles 4.2 and 4.3, the institute shall notify the affected party and DUO.

5 Tuition fees

5.1 A student who enrolls for a BSc or MSc study programme must pay the statutory tuition fees or institute tuition fees in accordance with the terms of Article 7, sections 45, 45a, 46 and 47 of the WHW.

5.2 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 MSc programme, he/she must pay the statutory tuition fees or institute fees in accordance with the terms of Article 7, sections 45, 45a, 46 and 47 of the WHW.

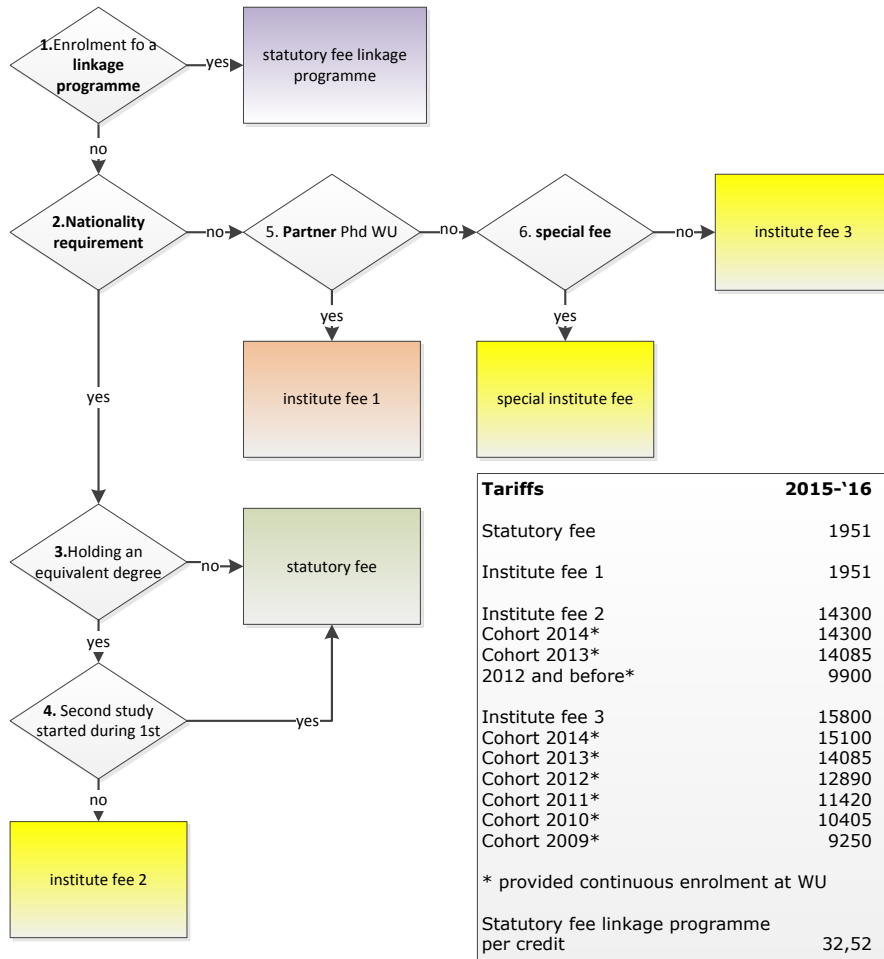
5.3 The level and type of tuition fees shall be determined according to the situation on the first day of enrolment.

5.4 The flow chart below article 5.6 indicates the type of tuition fees relevant for the various enrollers. The table below the flow chart explains the concepts used in the flow chart. When there is uncertainty or unhelpful mistakes regarding the flow chart or the table, legal requirements on the tuition fees and the Price decision 2015 are binding.

5.5 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.

5.6 The Executive Board may define a special institute 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 institute fees in 2015-2016:

- a. participants of the online specializations of the master's Plant Sciences and Nutrition and Health who register for online courses only up to a maximum of 30 credits per academic year, are entitled to a reduction of 50% on the relevant institute fee.
- b. the participants of the master programme Water Technology pay an institute fee of 13561 euro.



Tariffs	2015-'16
Statutory fee	1951
Institute fee 1	1951
Institute fee 2	14300
Cohort 2014*	14300
Cohort 2013*	14085
2012 and before*	9900
Institute fee 3	15800
Cohort 2014*	15100
Cohort 2013*	14085
Cohort 2012*	12890
Cohort 2011*	11420
Cohort 2010*	10405
Cohort 2009*	9250
* provided continuous enrolment at WU	
Statutory fee linkage programme per credit	32,52

Explanation of the conditions in the flow chart:

1. Enrolment in a linkage programme: Student who is enrolled in a linkage programme giving admission to an MSc-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. Nationality requirement: a student with a nationality of one of the countries of the EER or Suriname or a membership of one of the groups of persons as defined in Article 2.2 of the Student Grants and Loans Act 2000 (WSF 2000).

3. Possession of an equivalent degree: If a student registering for a bachelor's degree study programme has already obtained a bachelor's or master's degree or if a student registering for a master's degree or unified *ir* study programme has already obtained a master's or equivalent degree. Such a degree/diploma must have been awarded by a funded Dutch traditional university or university of applied sciences and entered in the Central Record of Enrolments for Higher Education (CRIHO). In practice, these will be diplomas awarded after 1990.

4. Two study programmes at the same time at WU:

A student who before obtaining a bachelor's or master's degree has begun a second bachelor's or master's degree at WU. Such student may complete this second study programme for the statutory fee, provided continuous enrolment at WU.

5. Partner of WU PhD candidate

A student who is the spouse or partner (as proved by a notarial cohabitation contract) who is enrolled as a Wageningen UR PhD candidate (*only relevant for the period during which the spouse/partner is connected with Wageningen UR as a PhD candidate and only if this is the first bachelor's or master's programme of the student*).

6. Special fees: see article 5.6

6 Examination fees

6.1 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.

7 Payment of fees

7.1 The owing fees must be paid before 1 September 2015. When enrolment takes place after 1 September, payment is due before the first day of the month when enrolment starts.

7.2 It is possible to pay the statutory fees and the institute fees 1 and 2 in 5 instalments. Examinations fees, fees for linkage programmes and institute 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 7.1. Chosen for payment in 5 instalments, an extra administration fee of 24€ is charged.

8 Reduction in, exemption from and refund of tuition fees

8.1 Reduction in tuition fees

A student who enrolls in the course of an academic year shall have his/her tuition fees reduced by one-twelfth for each month of that academic year that he/she was not enrolled.

8.2 Exemption from statutory tuition fees or linkage programme fees

An exemption from payment of statutory tuition fees or linkage programme fees is possible for those wishing to enrol as a student at Wageningen University to follow a second study

programme in Dutch higher education or a linkage programme as mentioned in Section 2 of these Regulations and who satisfy the following conditions:

- a. The first enrolment is an enrolment as a student in a funded CROHO-registered study programme.
- b. The student is eligible for payment of the statutory tuition fees at Wageningen University.
- c. The amount of tuition fees to be paid to Wageningen University is equal to or less than the tuition fees paid for the first study programme. If the tuition fees to be paid to WU are higher, then the difference has to be paid.
- d. The student supplies an original BBC from the institute of his/her first enrolment.

For those wishing to enrol as a student at Wageningen University to follow a second study programme in Dutch higher education without being eligible for payment of the statutory tuition fees, exemption from institute tuition fees is not possible.

8.3 Provision exemption from institute tuition fees on first enrolment with VHL

For those enrolled in 2012-2013 as a student at Wageningen University to follow a second study programme, while having a first enrolment in a funded CROHO-registered study programme of Van Hall Larenstein, and thus eligible for a partial exemption from payment of institute tuition fees, is entitled to the same exemption if enrolment continues in 2015-2016, provided continuous enrolment at WU. The institute tuition fees of WU are reduced by the amount of the tuition fees paid to VHL.

8.4 Refunding of tuition fees

A student whose enrolment is terminated pursuant to Article 4.2, 4.3a or 4.3c may be refunded the tuition fees. Linkage students and extranei are not entitled to be refunded linkage fees or examination 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 institute fee 1 and the raised statutory fee or the institute 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 institute 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 WU, 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.

9 Other provisions

9.1 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.

9.2 Compensation

A person who is not enrolled but who makes 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 institute 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.

9.3 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.

9.4 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 3.3c, the WUR account is closed with immediate effect.

9.5 Implementation of the enrolment decision

The head of the Student Services 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 Services Centre.

9.6 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.

9.7 Term of Validity

These regulations are valid for the academic year 2015-2016, 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.

This decision was enacted by the Executive Board at its meeting of June 8, 2015