



**Regulations for Enrolment**  
**Wageningen University 2019-2020**  
**Non Regular**  
**National Guest Student, International Guest Student,  
PhD Candidate, Contract Student**

Education and  
Student Affairs

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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 or EC): measure for the size of a course
- Croho: the central government register for higher education
- EB: the Executive Board (*College van Bestuur*) from Wageningen University
- Education Module student: student who holds a diploma of a bachelor's programme and wants to obtain a limited 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. For this purpose, the student will be enrolled in the bachelor's programme in which the student has previously obtained the bachelor's degree. The bachelor's 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
- Enrolment: enrolment in the academic year 2019-2020. This can be either a first enrolment or a re-enrolment
- Erasmus+ programme: exchange programme of the EU for Higher Education students
- *Extraneus*: examination student (may only take interim examinations and the exam within the study programme enrolled; has no right to receive teaching)
- 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)
- Pre-master's student: student who enrolls for a pre-master's 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
- Picnic 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

- Promis: administration system for PhD candidates
- Re-enrolment: enrolment in 2019-2020 for a study programme for which the student already has been enrolled in a prior academic year
- 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 2018-2019 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 '[WURth-while](#)'. 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 as defined by Article 7.45 of the WHW annually set by the legislator for students complying with Article 7.45a 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
- [Study Handbook](#): the study guide of Wageningen University, which contains information about the bachelor's and master's programmes, minors and all subjects from the university's regular education programme
- 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

These regulations contain 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 student is part of the Regulations of Enrolment regular education 2019-2020.

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. Contract student
- 1.2 General conditions for enrolment for these forms are:
- a. submission of a request for enrolment by filling in the WU enrolment form 2019-2020 to be used, 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: the student must meet the language requirement of at least English level 1 as mentioned under Admission requirements+ General requirements at <https://www.wur.nl/en/Education-Programmes/master/Apply-for-a-Master-programme.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,
  - students in all categories who only attend 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 is until the last day of the academic year, August 31, 2020.
- 2.2 If, following enrolment, it is established that, at the time of enrolment, the student 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 Article 7.12b part 2 WHW and the Examining Board proposes the Executive Board 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 (*'bijkvak studenten'*) are students enrolled as 'student' in a study programme at another Dutch Institute for Higher Education who want to enrol at Wageningen University for one or more courses, being part of their study programme at the other Institute for Higher Education.

#### Conditions for enrolment

- 3.1 Additional conditions for enrolment for the national guest student are:
- a. the applicant is enrolled during the academic year 2019-2020 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 I institute that he or she wants to participate in courses or a minor of Wageningen University as part of the study elsewhere (preferably by submitting an approved individual examination programme) and cannot follow these courses or minor 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 to the SSC before August 1, 2019. For a minor in the second semester the request must be submitted before December 15, 2019.
  - 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 the duration of the period(s) in which the courses they want to follow are scheduled and given. Enrolment starts on the first day of the month of the first period in which the student starts studying at Wageningen University and runs until the first day of the month following the month in which the deadline for entering the grade of the last course to be followed is set. In case a resit examination is required, the enrolment can be extended. Enrolment ends at the latest at the end of the academic year.
- 3.3 National guest students can participate in courses up to a maximum of 42 credits. However, when a student has participated in less than 42 credits during the first year of enrolment, a request for re-enrolment as guest student can be submitted to the SSC. The head of the SSC decides on this application. A national guest student who wants to participate in more than 42 credits of courses, must enrol as a student for a second study programme at Wageningen University.
- 3.4 Students enrolled at Utrecht University for the programme Geographic Information Management and Applications (GIMA) 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**

- 3.5 The national guest 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.
- 3.6 The national guest student who does not meet the conditions referred to in Article 3.5 may be granted exemption from payment of tuition fees at Wageningen University, provided such exemption is included in the cooperation agreement between Wageningen University and their Institute for Higher Education. To be exempted, the student has to submit an original Proof of Payment of Tuition Fees (BBC) from the home Institute.

### **Rights after enrolment**

- 3.7 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 3.10),
  - 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.
- 3.8 For national guest students participating in education and examination, the relevant rules of the Education and Examination Regulations (EER) 2019-2020 of Wageningen University are applicable.
- 3.9 A national guest student registered for a bachelor's 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's study programme of Wageningen University.
- 3.10 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:

- 3.11 The enrolment of a national guest student at Wageningen University is usually for a pre-determined period and therefore automatically ends at the end of the last month of the enrolment period. The enrolment of the national guest student at Wageningen University will be ended sooner when the enrolment at the first institution will be finished.
- 3.12 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.

## 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 2019-2020, the international guest student is:
    - enrolled as a student at a foreign Institute for Higher Education and participates in Key Action 103 (KA103) or Key Action 107 (KA107) of 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 or multilateral exchange agreement with Wageningen University, other than the Erasmus+ Programme Key Actions 103 and 107, in which the possibility of enrolling as an international guest student is being offered,
  - b. the international guest student is only allowed to participate in a IN-course (internship) when the IN course is part of a master's programme in which the student participates and which is part of the cooperation agreement between Wageningen University and the student's home Institute,
  - 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, 2019. For a minor in the second semester the request must be submitted before December 15, 2019,
  - 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 the duration of the period(s) in which the courses they want to follow are scheduled and given. The enrolment starts on the 1<sup>st</sup> of the month of the first period in which the courses the international guest student wants to follow are scheduled and given and runs until the 1st of the month following the month in which the deadline for entering the grade of the last course to be followed is set. 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's phase, he or she can be enrolled as an international guest student for another 12 months in the master's phase.

### Tuition fees

- 4.3 The international guest student is exempted from paying tuition fees to Wageningen University if this is included in the agreement to which the student is subject. This is the case, for example, with students who participate in the Erasmus+ Programme - Key Action 103 and Key Action 107.
- 4.4 The international guest student who is not exempted from paying tuition fees as referred to in Article 4.3 of these regulations, 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 4.8). 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's 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's study programme of Wageningen University.
- 4.8 The Executive Board has 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 usually for a pre-determined period and therefore automatically ends at the end of the last month of the enrolment period. The enrolment will be terminated earlier when the enrolment at the first institution will be finished within the duration of enrolment or at the request of the international guest student, from the first of the month following the request.
- 4.10 International guest students are registered for a maximum of 12 months, per study phase. After twelve months, enrolment will be terminated immediately.

### **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:
- a. 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),
  - b. the candidate is registered in PROMIS,
  - c. the courses of Wageningen University the PhD candidate wants to attend, are registered in PROMIS,
  - d. PhD candidates under the obligation of a residence permit and a work permit, need a valid residence permit and work permit,
  - e. 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:
- a. 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.
- 5.5 The Executive Board has set a maximum of participants for several courses (see [Study Handbook](#)). PhD candidates International guest students are not allowed to participate in these courses.

## **Termination of enrolment**

- 5.6 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 [project WURth-while](#) 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 the period(s) 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, 2019. For a minor in the second semester the request must be submitted before December 15, 2019,
  - 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 credit. A course starting in academic year 2019-2020 costs 312 euro per credit.
- 6.3 For alumni of Wageningen University (MSc, ir. or PhD degree) and Picnic PhD candidates, the course fee is 128 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 has 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 as contract student will be terminated on the first of the month following the month in which the deadline for entering the grade of the last course to be followed is set. 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. Other provisions**

### **7.1 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.

### **7.2 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 these regulations.

### **7.3 Implementation of the enrolment decision**

The head of the Student Service Centre is responsible for implementing the conditions of this enrolment regulations.

7.4 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 with the Student Legal Protection Desk (email: [legalprotection.students@wur.nl](mailto:legalprotection.students@wur.nl)), addressed to the Executive Board, within 6 weeks after the receipt of the decision. Notice of the right to object shall be contained in the decision of or on behalf of the Executive Board.
- 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.

7.5 Term of Validity

These regulations applies for the academic year 2019-2020, 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 20, 2019**