



2013-2014 Student Charter: Regulation Wageningen University payment of student's expenses

This regulation explains which expenses for education and student facilities will be charged to students (enrolled as 'a student') and which expenses will be on the account of Wageningen University. The provisions in this regulations also apply to students who are taking a Flexible Bachelor or Master programme.

For more information, contact one of the student counsellors (Student Counselling Service).

List of expenses paid by Wageningen University

Below is a list of expenses related to educational facilities that are included in the fees and thus are not charged separately to students due to governmental provisions or policy decisions of Wageningen University.

Due to governmental provisions, the costs for:

- enrolment and administration except the statutory charges for payment of tuition fees in instalments (€24),
- proof of enrolment,
- the WUR card, with the exception of replacement due to loss or theft,
- access to the library,
- copy of the information bulletin for first-year Bachelor students: 'Wie, wat, waar in het 1e jaar?'
- copy of the planning booklet,
- the e-mail account,
- the operational costs of buildings,
- the final colloquium,
- the costs for copying/printing three copies of the final version of the reports for the examiner to evaluate the bachelor completion, Academic Master Cluster (AMC), internship and thesis that are in accordance with the regulations of the study programme,
- the statutorily required certificates such as the foundation course and initial degree diploma (only for students who began their study programmes during the 2001/2002 academic year or before) and the Bachelor and Master diploma,
- the Diploma Supplement that accompanies the Bachelor and Master diploma.

Due to policy decisions of Wageningen University, the costs for:

- safety clothing (as required by working conditions legislation),
- a liability insurance¹ for study activities in The Netherlands or abroad, where this insurance applies only to activities of the student that take place within the framework of the study,
- a statement in Dutch and/or in English to be given to third parties in higher education for participating in higher education in The Netherlands or abroad,
- certain travel and lodging expenses for field trips,
- certain travel expenses for internships and theses,
- part of the expenses for certain language courses for internships and theses,
- collective travel insurance,
- the specific services for non-Dutch students provided by the Student Service Centre (SSC, International Office),
- non-EU student's fee Annual Introduction Days (AID).

¹ For more information and the necessary certification: please contact the SSC student desk or Governance & Legal Services

List of expenses charged to the student

Students have to pay certain expenses related to education and student facilities themselves such as the costs for:

- materials ('pencils and paper', books, readers and sheets),
- the Study Handbook, except for first-year WU students,
- declarations for third parties outside higher education in the Netherlands or abroad,
- festivities,
- EU-student's fee Annual Introduction Days (AID),
- sports facilities and sports days,
- insurance (with the exception of liability insurance and the collective travel insurance),
- deposits.

For international students extra costs may occur: handling fees, insurance premium, costs of visa and fees residence permit.

Regulations for expenses paid by Wageningen University, implementation

Essential expenses for the final colloquium

Expenses for the final colloquium (such as the costs for making sheets) are charged to the Departments; the student can obtain a reimbursement for such expenses from the relevant Chair Group (*leerstoeelgroep*) or the office of the Sciences Group. The instructor/supervisor determines which expenses will be reimbursed.

Copying and printing expenses

Photocopying and printing expenses for three copies of the final version of the thesis report, the internship report, the Bachelor completion report and the Academic Master Cluster report are charged to the Department and can -if necessary via the course coordinator- be submitted for reimbursement to the relevant chair group or the office of the Sciences Group. If the student decides to spend more than is absolutely necessary, for example to improve the appearance of the report, these additional expenses must be paid by the student.

Safety clothing

At the beginning of the Academic Year, first-year students can obtain safety clothing that is required for education in specific programmes at no charge from the WURshop (Forum building). Safety clothing also includes smooth-soled boots and disposable jackets, which are compulsory as part of the hygiene protocol when visiting a farm. Boots and disposable jackets are obtainable from the Department of Animal Sciences.

Field trips in the Netherlands and abroad

The travel and lodging expenses for field trips in the prescribed Bachelor programme (compulsory or limited choice) and the approved, individual set of MSc examination courses are paid by Wageningen University, in this case by the Departments. Students contribute to the costs of the field trip by paying the costs they would have anyway: costs for meals. It is advisable for students and field trip supervisors to make clear agreements beforehand about the costs of meals to prevent these from being prohibitive for students (suggested student contribution: €15 per person per day).

The travel and lodging costs of students who participate in field trips as part of the free-choice component of their Bachelor programme are **not** paid by Wageningen University.

Internships/ theses in the Netherlands

If the student does not qualify for the student travel product or if the student has a weekend-only student travel product, under certain conditions the travel costs made for internships and theses are paid by Wageningen University.

These conditions are:

- the internship or thesis is part of the prescribed Bachelor programme or an approved, individual set of MSc examination courses, and

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- the chair group involved has approved of the chosen destination for the internship or thesis beforehand.

Students can submit a request for reimbursement to the relevant chair group or the office of the relevant Sciences Group.

The travel expenses of students for internships/ theses that are part of the free-choice component of their Bachelor programme are **not** paid by Wageningen University.

Internships/ theses abroad

If an internship or thesis requires travelling abroad, the student, under certain conditions, may apply for the Wageningen University Vaccination and Travel Funding Regulations, private funding or to the Research Fees Regulation for non-EU and non-EFTA students. For more information, contact the Student Service Centre (SSC) and/or the Student Counselling Service.

Language courses for internship or thesis

Students can take a language course English, Spanish or French for their internship or thesis at Language Services. The student's contribution is €90 per course. Relevant forms may be obtained at Language Services ('Declaration Internship or Thesis Supervisor'). For students who need to take a language course Language Services does not provide, the Chair Group must reimburse these expenses. Also for these courses, the student's financial contribution is €90 per course.

If the Chair Group cannot reimburse the expenses, the Executive Board has agreed to finance the particular course.

Collective travel insurance

Students who are travelling abroad for an internship and/ or thesis as part of an approved set of examination subjects, on behalf of and with the approval of Wageningen University, are automatically covered by the same collective travel insurance as staff of Wageningen University. The costs of this traveller's insurance (accidents, luggage) are paid by Wageningen University. The travel insurance is in force as long as the travel duration is no longer than 365 days and the student is enrolled at Wageningen University as 'a student'. This regulation does not apply to travel in the Netherlands, unless such a trip is part of a trip abroad. The general terms and conditions for this insurance are available at the student desk of the SSC in the Forum building.

Table 1: Who has to pay for what travel and lodging expenses: Wageningen University (WU) or the student?

Category	Individual travel expenses	Travel expenses Group	Lodging expenses**
<i>Internship/thesis* in the Netherlands</i>	WU: Regulation for individual study activities	-	Student
<i>Internship/thesis* abroad</i>	Student and possibly WU (see remarks)	-	Student and possibly WU (see remarks)
<i>Field trip* in the Netherlands/abroad</i>	-	WU	Student: meals WU: accommodation, entrance etc.

* Field trips, internships and theses in the free-choice component of the Bachelor programme do never qualify for full or partial funding by WU

** Lodging expenses: expenses such as expenses for accommodation, entrance fees, costs of meals; related to the activity and other than travel expenses.

Health insurance for international students who require visas

To get a residence permit, international students who require visas must have valid health insurance. The costs of the insurance must be paid by the student. International students who do not need a visa and do not have an EU Health Insurance Card must obtain health insurance upon their arrival in the Netherlands. Information about the type of health insurance that is required can be obtained at the desk of the Student Service Centre (SSC, Forum).

For complaints about decisions, the Governance & Legal Affairs office of the University offers a complaint procedure.