



WAGENINGEN UR
For quality of life

Regulations for Enrolment non regular education Wageningen University

2012-2013

Non regular: guest student, PhD student, participant in regular courses, participant in open courses

Corporate Education,
Research &
Innovation

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Wageningen UR (Wageningen University, Van Hall Larenstein University of Applied Sciences and various research institutes) is specialised in the domain of healthy food and living environment.

This decision enacted by the Executive Board at its meeting of May, 21st 2012

Concepts and abbreviations

- Academic year: the year that runs from 1 September through 31 Augustus of the following year
- AMC/ ACT: Academic Master Cluster/Academic Consultancy Training
- AV : graduate subject/thesis
- BBC : Proof of Payment of Tuition Fees
- CROHO : Central Register Studies in Higher Education in the Netherlands
- EB : Executive Board from Wageningen University
- Institutional Tuition Fee : the tuition fee rate established by the Executive Board for students who are not required to pay the statutory rate (there are several rates).
- LLP : Lifelong Learning Programme (Erasmus)
- PT: internship
- SIS: Student Information System
- SSC : Student Service Centre
- VHL: Van Hall Larenstein
- WHW: Higher Education and Research Act
- WU: Wageningen University
- WUR-card: a card from Wageningen UR which every student receives once (with the first enrolment). In combination with the proof of enrolment that is issued each year, 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. This is called non-regular education. Enrolment as a student or extraneus is part of the Regulations of Enrolment regular education 2012-2013.

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

- Guest student (Section 3)
- PhD candidate (Section 4)
- Participant in regular courses (Section 5)
- Participant in open courses (Section 6)

Section 1 and 2 state the general regulations for all four 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 can not enrol as a student or as an *extraneus* as described in the WHW, or do not register for a full study programme, can enrol in one of the following four forms:
- a. Guest student
 - b. PhD candidate
 - c. Participant in regular courses
 - d. Participant in open courses

- 1.2 General conditions for enrolment are:
 - a. Submission of a request for enrolment by filling in the WU registration form 2012-2013 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.
- 1.3 After enrolment the applicant will receive proof of enrolment and a WUR-card from the university, with the exception of:
 - o PhD-candidates, who will receive a WUR-card from the HR-department of their science group
 - o Applicants in all categories with the distinction distance learning will not receive a WUR-card.

2 General regulations for the termination of enrolment

- 2.1 Except in the case of any interim termination of enrolment, enrolment ends on the final day of the academic year, 31st of August, 2013.
- 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 If the enroller 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, enrolment will be terminated with immediate effect.

3 Enrolment as a Guest Student

Wageningen University distinguishes two types of Guest Students

- Students studying at a Dutch institute for Higher Education: second enrolment student
- Students studying (or working) at a foreign institute for Higher Education: international guest students.

Conditions for enrolment

- 3.1 Additional conditions for enrolment for the second enrolment student are:
 - a. The applicant is enrolled during the academic year 2009-2010 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 his home institute that he or she participates in WU courses as part of his study elsewhere and he or she can not follow these courses in his home institute.
 - c. The student is not allowed to participate in a PT-course (internship). Applicants need permission in writing by the WU Examining Board to participate in AV and AMC/ACT courses.
- 3.2 Additional conditions for enrolment for the international guest student are:
 - a. during the academic year 2012-2013, the international guest student is enrolled as a student at a foreign Institute for Higher Education and participates in a European Exchange Programme (in 2012-2013: Erasmus for Higher Education, part of Life Long Learning Programme) **or**
 - b. during the academic year 2012-2013, the international guest student is 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.

- c. The international guest student is not allowed to participate in a PT-course (internship). Applicants need permission in writing by the WU Examining Board to participate in AV en AMC/ACT courses.

Enrolment duration

- 3.3 Guest students are registered for a maximum of 12 months. In that period they can participate in courses up to a maximum of 60 credits. When in these twelve months a student has participated in less than 60 credits, a request for an extension can be submitted at SSC.

Tuition fees

- 3.4 The second enrolment student who, in case he should enrol at Wageningen University as a regular student should be entitled to the statutory fee or the statutory increased fee, is granted exemption from the tuition fee if he 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 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 second enrolment student who, in case he should enrol at Wageningen University should not be entitled to the statutory fee, must pay the applicable institutional fee. If he or she is enrolled at Van Hall Larenstein, he is granted exemption for the institutional fee for Wageningen University.
- 3.6 The international guest student who participates in an Erasmus exchange LLP is granted exemption from tuition fees.
- 3.7 The international guest student who participates in another cooperation agreement than Erasmus exchange LLP pays the tuition fee conform the cooperation agreement or is granted exemption from tuition fee.

Rights after enrolment

- 3.8 Those who are enrolled as a guest students have the following rights:
 - a. Participation in the education within the study programme (except PT) and, in principle, within the entire university, unless the Executive Board has limited participation;
 - b. Taking interim exams within the study programme;
 - 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; to use the sports facilities, students need to have a sports card.
 - e. Right to study supervision by lecturers and study advisors;

Termination of enrolment

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

4 Enrolment as a PhD candidate

Those who do research leading to a PhD-grade of Wageningen University, are registered in the administrative system PROMIS. If courses of the regular education of WU are part of the Training and Supervision Plan of the candidate, the candidate can be registered as a PhD candidate in the students

information system (SIS) at Wageningen University. So called sandwich PhD candidates will always be registered in SIS.

Conditions for enrolment

- 4.1 Additional conditions for enrolment for a PhD candidate are:
- a. Formal admission 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. PhD candidates under the obligation of a residence permit and a work permit, need a valid residence permit and work permit;
 - c. If applicable: the 'university fee' and 'departmental fee' are paid for.

Tuition fees

- 4.2 The PhD candidate pays no tuition fees.

Rights after enrolment

- 4.3 PhD candidates have during their period of enrolment at WU the following rights:
- a. Participation in the education as part of the Training and Supervision Plan (TSP) and, in principle, within the entire university, unless the Executive Board has limited participation;
 - b. Taking interim exams within the study programme;

Termination of enrolment

- 4.4 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.

5 Enrolment as a participant in regular courses

Those who want to participate in one or more courses in the regular education of Wageningen University without the mean to study or complete a full study programme, can enrol as a participant in regular courses.

Wageningen University distinguishes two types of participants in regular courses:

- the contractor, following courses with the opportunity to take interim exams;
- non-examination student or auditor, following courses without the opportunity to take interim exams.

Conditions for enrolment

Additional conditions for enrolment for the participant in regular courses are:

- 5.1 The participant in regular courses will register for a regular course. The size of the course is measured in European credits (ec).
- 5.2 The participant is enrolled for that period(s) only wherein the course is scheduled and offered.
- 5.3 The participant in regular courses cannot register for a PT-course (stage). Contractors need permission in writing by the WU Examining Board to participate in AV en AMC /ACT courses; non-examination students are not allowed to participate in AV or AMC/ACT courses.
- 5.4 The participant is enrolled only for that period wherein the course is scheduled and offered.

- 5.5 Non-examination students cannot register for AV en AMC/ACT courses. Contractors need permission in writing by the WU Examining Board to participate in AV and AMC/ACT courses.

Course fee

- 5.6 The participant in regular courses pays a course fee per European Credit (ec). A course starting in academic year 2012-2013 costs 198 euro per credit for a contractor, 135 euro per credit for a non-examination student.
- 5.7 For alumni of WU (MSc-, ir- or PhD-degree) and VHL (Ba or ing-degree) a course costs 86 euro per credit for a contractor, 50 euro per credit for a non-examination student.

Rights after enrolment

- 5.8 Participants in regular courses have during their period of enrolment at WU the following rights:
- Participation in the registered and paid courses, unless the Executive Board has limited participation;
 - 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;
 - Use of student facilities unless the Executive Board has limited use.
- 5.9 The contractor has the additional rights:
- To take a test or an interim exam to complete the course.
 - To take a resit once, not later than in the next exam period when the test or interim exam is offered.

Termination enrolment

- 5.10 The enrolment will be ended after the period where the course is scheduled. For the contractor the enrolment can be extended with the time needed for a resit.

6 Enrolment as a participant in an open course

Besides regular education, Wageningen University offers open courses. For these courses one can enrol as a participant.

Conditions for enrolment

- 6.1 Additional condition for a participant in an open course:
- The participant in an open course is registered for one course only.

Course fee

- 6.2 The participant in an open course pays a fee. The fee is determined for each course separately.

Rights after enrolment

- 6.3 The participant in an open course has the following rights:
- Participation in the registered and paid courses, unless the Executive Board has limited participation;
 - 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;

Termination enrolment

- 6.4 Every enrolment ends automatically after the end of the course.
- 6.5 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.

7 Distance learning

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

8 Other conditions

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 are not enrolled and use the education and exam facilities at Wageningen University must pay damages not to exceed the highest institutional rate. 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 Central Student Administration is responsible for implementing the conditions of this enrolment regulations.

8.4 Objection and Appeal

- Guest students 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.
- PhD candidates may submit an appeal to decisions made on the basis of this regulation, to the Academic Board within 6 weeks after the receipt of the decision.
- Participants in regular or open courses cannot submit an appeal.

8.5 Term of Validity

These regulations applies for the academic year 2012-2013, unless the legal basis for parts of the Regulations in the interim expires.