



**Regulations for Enrolment  
of Wageningen University 2013-2014  
Regular: student and extraneous**

Corporate Education,  
Research &  
Innovation

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Definitive



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
- CRIHO: Central Register of Enrolments in Higher Education (*Centraal Register Inschrijvingen Hoger Onderwijs*)
- 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
- Executive Board: the Executive Board of Wageningen University
- *Extraneus*: examination student (may only sit tests and examinations and has no right to receive teaching)
- Institutel tuition fees: the tuition fees established by the Executive Board for students not subject to the statutory tuition fee levels (there are three institute tuition fees rates)
- Linkage student: student who enrolls for a linkage programme to repair deficiencies and thus be admissible to a master's programme
- SSC: Student Service Centre of Wageningen University
- Statutory tuition fees: the level of tuition fees annually set by the legislator for students who satisfy the conditions set out in Article 7.45 WHW (in 2013-2014 1835€)
- 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

- 1.1 Those who want to use the educational and/or exam facilities offered by Wageningen University for a regular BSc or MSc study programme must enrol as a student or as an extraneus for a study programme 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 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. A linkage programme comprises a maximum of 30 ECs. For these students there are two options:
- enrolment for the linkage programme only (only possible for students with a Dutch bachelor degree)
  - enrolment for the linkage programme plus the possibility to register for master courses (see art.2.3)
- Henceforth and where useful, such a student is named a linkage student or linkage-plus student, respectively.
- 1.3 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 relevant study programme.
  - The general conditions for enrolment set out in Chapter 7, Title 3, section 1 WHW.
- A student cannot re-enrol for a study programme he already graduated in.
- 1.4 A student or extraneus can only enrol as of 1 September 2013. To enrol as of 1 September 2013 the application for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received before 1 September 2013.
- 1.5 An application for enrolment filed in September 2013, once the student has satisfied all other enrolment requirements before the 1<sup>st</sup> of October, leads to an enrolment per 1 September 2013.
- 1.6 A student or extraneus can enrol as of 1 February 2014<sup>1</sup>, only 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 2014 the application for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received before 1 February 2014.
- 1.7 Only in exceptional circumstances, a student or extraneus can apply for enrolment on or after 1 October 2013 for a BSc, MSc or linkage programme (other than enrolment in February following article 1.6). The head of the SSC department decides on this application. The enrolment starts as of the first of the month in which the applicant has 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
- 1.8 In contravention to the articles 1.4 to 1.7, students who have finished a WU bachelor's programme, can apply for enrolment for a MSc study programme in the month following their BSc-graduation on the condition of consent by the programme director.

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<sup>1</sup> For only two WU programmes, the MSc International Development Studies and the MSc Food Technology, this date is 1 January 2014.

- 1.9 The enrolled student/*extraneus* will receive from the university once only a WUR-card and for each academic year a proof of enrolment.

## **2 Rights following enrolment**

- 2.1 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 exams and exams 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 take on the role of student assistant;
  - h. 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.
- 2.2 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.
- 2.3 In contravention to section 2.1a a linkage student is only entitled to participate in the education within the linkage programme. The linkage-plus student may participate in courses of the MSc programme whereto the linking programme gives admission, to a maximum of 30 EC in the year he/she is enrolled for the linkage programme. These courses can become part of the exam programme of the master's programme. Enrolment as a linkage or linkage-plus student is limited to one academic year. If the linkage student does not succeed in obtaining all courses of his linkage programme in one academic year, he/she may request SSC to be registered another year. In that second year, he/she is not permitted to enrol as a linkage-plus student and thus not participate in MSc courses.

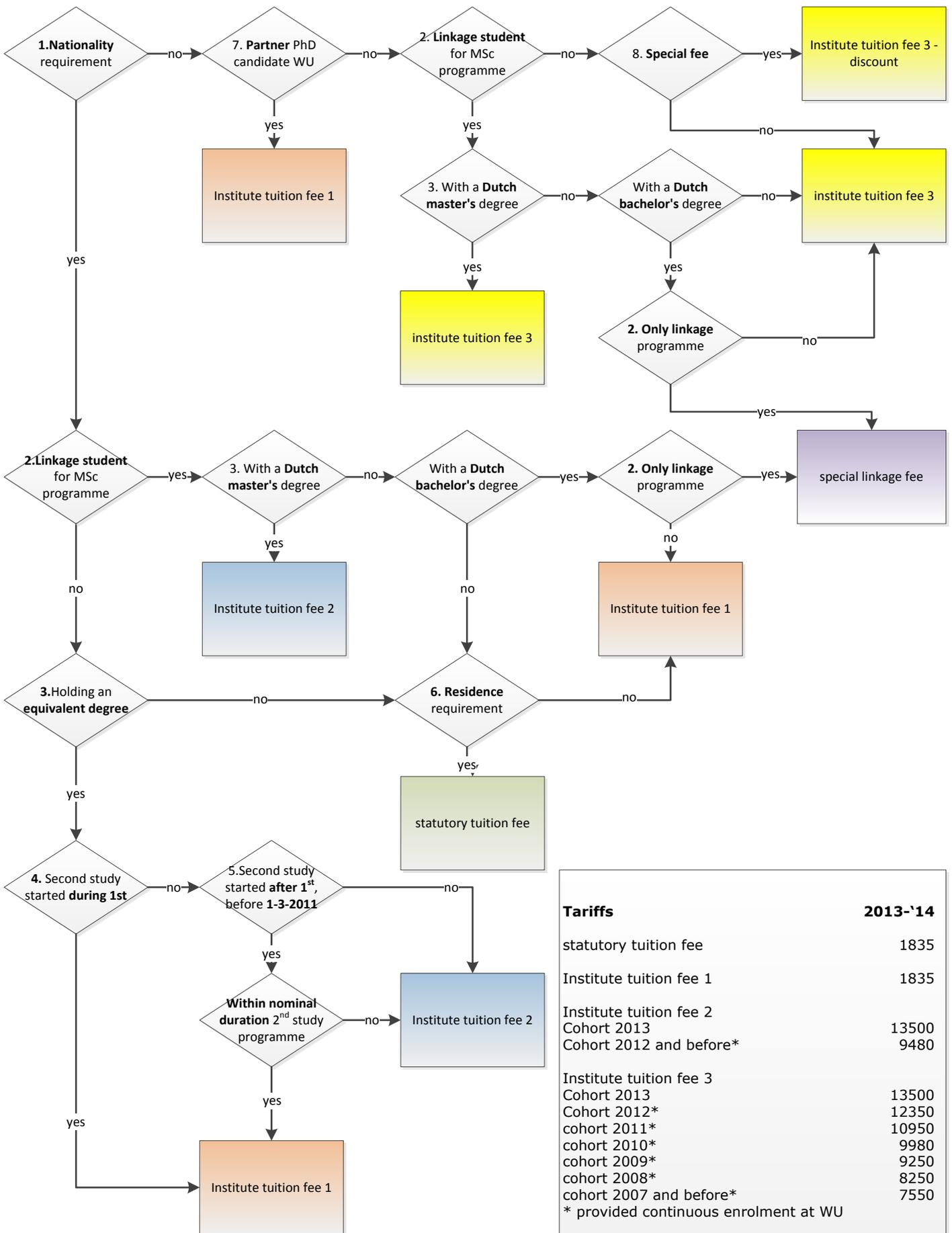
## **3 Termination of enrolment**

- 3.1 Except in the case of any interim termination of enrolment, enrolment ends on the final day of the academic year, 31 August 2014.
- 3.2 The institute shall terminate the enrolment during the academic year in response to a request by a student or *extraneus* 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 student or *extraneus*, 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).

- 3.3 The institute may, except on the application of the student pursuant to Article 3.2, terminate the enrolment of the student or *extraneus* during the academic year in the following circumstances:
- a. If, following enrolment, it is established that at the time of enrolment the student or *extraneus* failed to satisfy any conditions for enrolment. The enrolment will be terminated with immediate effect.
  - b. If the student or *extraneus*, 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 student or *extraneus*:
    - 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.
- 3.4 In the case of termination of enrolment pursuant to sections 2 and 3 of this article, the institute shall notify the affected party and DUO-IB Groep.

## **4 Tuition fees**

- 4.1 A student or a linkage-plus student who enrolls for a full-time 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.
- 4.2 A linkage student who enrolls for a BSc programme only for the 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.
- 4.3 For enrolment as of 1 September 2013 the level of tuition fees shall be determined according to the situation on 30 September 2013, due to residence and nationality requirements. For enrolment on or after 1 October 2013, the fees shall be determined according to the situation on the last day of the first month of enrolment.
- 4.4 The flow chart below article 4.4 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 unhelped-for mistakes regarding the flow chart or the table, legal requirements on the tuition fees and the Price decision 2013 are binding.
- 4.5 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.
- 4.6 The Executive Board may charge special institute tuition fees to a person who enrolls as a student in the context of a collaboration agreement or for a study programme for which special terms apply.



Tariffs	2013-'14
statutory tuition fee	1835
Institute tuition fee 1	1835
Institute tuition fee 2	
Cohort 2013	13500
Cohort 2012 and before*	9480
Institute tuition fee 3	
Cohort 2013	13500
Cohort 2012*	12350
cohort 2011*	10950
cohort 2010*	9980
cohort 2009*	9250
cohort 2008*	8250
cohort 2007 and before*	7550
* provided continuous enrolment at WU	
special linkage fee per credit	31

**Explanation of the conditions in the flow chart:**

**1. Nationality requirement:** membership of one of the groups of persons as defined in Article 2.2 of the Student Grants and Loans Act 2000 (WSF 2000), or having Surinamese nationality.

**2. Linkage student:** Student who is enrolled in a linkage programme giving admission to an MSc-programme. A student with a Dutch bachelor degree can choose to follow only the linkage programme (linkage student) or a linkage programme combined with MSc-courses (linkage-plus student). 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).

**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. In the case of a linkage student, when enrolling for a linkage programme the student has obtained already a master's degree or equivalent degree.

**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 during the academic year in which he/she completes this first study programme, continue upon payment of the statutory fee level. He/she may then enrol for the institute tuition fee 1, provided continuous enrolment at WU.

**5. Second study programme at WU (sequential)**

A student who after obtaining a bachelor's or master's degree has enrolled before 1 March 2011 for a second bachelor's or master's degree study programme at WU. *(The maximum length of enrolment under this condition is equal to the nominal length of the course programme calculated from 1 September 2010 or from the date of first enrolment after 1 September 2010 and provided that there has been continuous enrolment with WU).*

**6. Residence requirement:** resident in the Netherlands, Belgium, Luxembourg or one of the federal states of North Rhine-Westphalia, Lower Saxony or Bremen of the Federal Republic of Germany. A student with a place of residence in the Netherlands must be enrolled in the municipal database (GBA). A student with a place of residence in one of the neighbouring countries / federal states must prove such address by producing an official document from the relevant municipality.

**7. 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).*

**8. Special fees: see article 4.6****5 Examination fees**

- 5.1 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.

## **6 Research fee**

- 6.1 Students who enrol for the first time for an MSc study programme and are subject to the institute tuition fees 3, will pay before beginning of the study programme a Research fee of 1,400 euros. This fee covers the direct costs of the research (e.g. materials or travel and lodging costs in fieldwork) of the student for internship or thesis in his/her master's study programme. Following the study programme unused fees will be refunded to the student or to his/her sponsor, if any.

## **7 Reduction in, exemption from and refund of tuition fees**

### **7.1 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.

### **7.2 Exemption from statutory tuition fees**

An exemption from payment of statutory tuition fees is possible for those wishing to enrol as a student at Wageningen University to follow a second study programme in Dutch higher education 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.

### **7.3 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 2013-2014. The institute tuition fees of WU are reduced by the amount of the tuition fees paid to VHL.

### **7.4 Refunding of tuition fees**

A student whose enrolment is terminated pursuant to Article 3 sections 2, 3a or 3c may be refunded the tuition fees. Extranei are not entitled to be refunded 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.

#### **7.5 Refunding of linkage fee**

For a linkage student refund of the linkage fee is only possible for those courses of the linkage programme he/she did not register for during the academic year of enrolment.

### **8 Other provisions**

#### **8.1 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.

#### **8.2 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.

#### **8.3 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.

#### **8.4 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.

#### **8.5 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.

#### **8.6 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 the Executive Board. The procedure for appeal is laid down in the Student Charter.

#### **8.7 Term of Validity**

These regulations are valid for the academic year 2013-2014, 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 August 26th, 2013**