



# **Regulations for Enrolment non regular education Wageningen University**

## **2013-2014**

Non regular: National and international guest student, PhD student, participant in regular courses, participant in open courses

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## 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 (courses mentioned in the Study Handbook, with codes starting with a 6)
- AV : 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 of institutional fee).
- 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 can not 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 five forms of enrolment for non-regular education:

- National guest student (section 3)
- International guest student (Section 4)
- PhD candidate (Section 5)
- Participant in regular courses (Section 6)
- Participant in open courses (Section 7)

Section 1 and 2 state the general regulations for all five forms of enrolment. Sections 3 to 7 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 five forms:
  - a. National guest student
  - b. International guest student
  - c. PhD candidate
  - d. Participant in regular courses
  - e. 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 2013-2014 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:
  - PhD-candidates, who will receive a WUR-card from the HR-department of their science group
  - Applicants with the distinction distance learning will not receive a WUR-card.

### 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 always ends on the final day of the academic year, 31<sup>st</sup> of August, 2014.
- 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 enrolment or for the use of buildings and premises, or otherwise causes serious disturbance, the Executive Board can terminate enrolment with immediate effect.

### **3 Enrolment as a National Guest Student**

National guest students are students studying at a Dutch institute for Higher Education who want to enrol at Wageningen University for one or more courses.

#### **Conditions for enrolment**

- 3.1 Additional conditions for enrolment for the national guest student are:
- a. The applicant is enrolled during the academic year 2013-2014 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 (preferably by submitting an approved list of examination courses) and he 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 en AMC/ACT courses.

#### **Enrolment duration**

- 3.2 National guest students are registered for a maximum of 12 months. In that period they can participate in courses up to a maximum of 42 credits. When in these twelve months a student has participated in less than 42 credits, a request for an extension can be submitted at SSC. When the period of twelve months is stretched over two academic years, re-enrolment per September 1 of the second year is required. A student from a Dutch institute for Higher Education who wants to participate in more than 42 credits of courses, must register for a second study programme at WU.

#### **Tuition fees**

- 3.3 The national guest student who, in case he should enrol at Wageningen University as a regular student should be entitled to the statutory 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.
- 3.4 The national guest student who, in case he should enrol at Wageningen University should not be entitled to the statutory fee, must pay the applicable institutional fee<sup>1</sup>.
- 3.5 A guest student from VHL, who was enrolled as a national guest student at WU during academic year 2012-2013 and granted exemption to pay the institutional fee, is, when he is allowed to enrol again as a national guest student in 2013-2014, also granted exemption in this academic year.

#### **Rights after enrolment**

- 3.6 Those who are enrolled as a national guest student has 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;
  - e. Right to study supervision by lecturers and study advisors;

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<sup>1</sup> See the flow chart in Regulations for enrolment regular

- 3.7 A national guest student registered for a bachelor programme in a Dutch institute of Higher Education can not add the courses followed at Wageningen University to the list of examination courses of a possible subsequent WU Master study programme.

#### **Termination of enrolment**

- 3.8 The enrolment of the guest student will be ended when the enrolment at the first institution will be finished.
- 3.9 The enrolment will be ended after a request of the student, from the first of the month following the request of the student.
- 3.10 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 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 2013-2014, the international guest student is enrolled as a student at a foreign Institute for Higher Education and participates in a European Exchange Programme (in 2013-2014: Erasmus for Higher Education, part of Life Long Learning Programme) **or**
  - b. during the academic year 2013-2014, 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.

#### **Tuition fees**

- 4.2 The international guest student who participates in an Erasmus exchange LLP is granted exemption from tuition fees.
- 4.3 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**

- 4.4 Those who are enrolled as a international guest student 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;
  - e. Right to study supervision by lecturers and study advisors;

- 4.5 An international guest student registered for a bachelor programme in a foreign institute of Higher Education can not add the courses followed at Wageningen University to the list of examination courses of a possible subsequent WU Master study programme.

#### **Termination of enrolment**

- 4.6 The duration of enrolment of the international guest student is in most cases determined beforehand and therefore will be terminated automatically. Enrolment will be terminated earlier when the enrolment at the first institution will be finished within the duration.
- 4.7 The enrolment will be ended after a request of the student, from the first of the month following the request of the student.
- 4.8 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).

### **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. 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<sup>2</sup> will always be registered in SIS.

#### **Conditions for enrolment**

- 5.1 Additional conditions for enrolment for a PhD candidate are:
- 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);
  - PhD candidates under the obligation of a residence permit and a work permit, need a valid residence permit and work permit;
  - If applicable: the 'university fee' and 'departmental fee' 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 WU the following rights:
- 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;
  - Taking interim exams within the study programme;

#### **Termination of enrolment**

- 5.4 The enrolment ends immediately after:
- 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.
  - A premature ending of the PhD track. The enrolment as a PhD candidate will be ended on the date the contract is ended.

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<sup>2</sup> Sandwich PhD candidate: candidate who starts with a stay in Wageningen, then returns to his home country for the larger part of his research work and finally returns to Wageningen to finish his dissertation.

## 6 Enrolment as a contractor

Those who want to participate in one or more courses in the regular education 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 contractor.

### Conditions for enrolment

Additional conditions for enrolment for a contractor are:

- 6.1 The contractor will register for a regular course. The size of the course is measured in European credits (ec).
- 6.2 To participate in a course, contractors 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).
- 6.3 The contractor cannot register for a PT-course (stage). They need permission in writing by the WU Examining Board to participate in AV and AMC/ACT courses.
- 6.4 The participant is enrolled only for that period wherein the course is scheduled and offered.

### Course fee

- 6.5 The contractor pays a course fee per European Credit (ec). A course starting in academic year 2013-2014 costs 225 euro per credit.
- 6.6 For alumni of WU (MSc-, ir- or PhD-degree) a course costs 95 euro per credit.
- 6.7 Talented pupils from secondary schools in the network of WU, who have permission to enrol in a first year bachelor course, do not pay any course fee.

### Rights after enrolment

- 6.8 Contractors have during their period of enrolment at WU 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. Use of student facilities if and as far as described in the contract between WU and the the contractor.

### Termination enrolment

- 6.9 The enrolment will be ended after the period where the course is scheduled. When the contractor failed to pass the interim exam, one re-enrolment for one month can be granted during the first possible re-exam period.

## 7 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

- 7.1 Additional condition for a participant in an open course:



- a. The participant in an open course is registered for one course only.

#### **Course fee**

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

#### **Rights after enrolment**

7.3 The participant in an open course has 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, laboratories and other scientific institutes and collections that belong to the university, unless the Executive Board has limited use;

#### **Termination enrolment**

7.4 Every enrolment ends automatically after the end of the course.

### **8 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.

### **9 Other conditions**

#### 9.1 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.

#### 9.2 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.

#### 9.3 Implementation of the enrolment decision

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

#### 9.4 Objection and Appeal

- o National and international 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.
- o 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.
- o Participants in regular or open courses 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.

#### 9.5 Term of Validity

These regulations applies for the academic year 2013-2014, unless the legal basis for parts of the Regulations in the interim expires.

**This decision is enacted by the Executive Board at its meeting of June 6<sup>th</sup>, 2013**