

# **Regulations for Enrollment and Termination of Enrollment at Eindhoven University of Technology 2012**

The Executive Board of Eindhoven University of Technology (TU/e)

Considering sections 7.33, subsection 1, 7.42, 7.46, subsection 5, and 7.48, subsection 4, of the Higher Education and Research Act

Hereby decide to adopt

The following Regulations for Enrollment and Termination of Enrollment at the TU/e 2012:

## **Chapter 1 General provisions**

### **Article 1.1 Definitions**

The following definitions will be used in these regulations:

- Act: the Higher Education and Research Act;
- STU: the TU/e Education and Student Service Centre;
- OER: the Education and Examination Regulations for a program;
- applicant: a person wishing to be enrolled as a student or external student;
- CRIHO: Central Register for Higher Education;
- proof of admission: a proof of admission that can be issued, under the applicable Regulations for Admission to Master's Programs, by the Departmental Board of the department offering the Master's program.

## **Chapter 2 Enrollment**

### **Article 2.1 Enrollment criteria**

1. Enrollment in a program at the TU/e is open only to those who comply with all the criteria stated in the Act and in these regulations.
2. These criteria cover the following:
  - a. nationality: the applicant must hold Dutch nationality, or equal status as such in this country, or must have proof of legal residence in the Netherlands;
  - b. prior education: the applicant must have the prior education specified in the Act and in the 2007 Regulations for Prior Education Requirements, most recently amended in the regulation 'Amendments to the 2007 Regulations for Prior Education Requirements (replacement of annexes)' of February 23, 2009, of the Minister of Education, Culture and Science;
  - c. registration: if applicable, the applicant must have registered with the Dienst Uitvoering Onderwijs in compliance with the Regulations for Registration and Selection in Higher Education of the Minister of Education, Culture and Science;
  - d. tuition fee: the applicant must have paid the tuition fee and examination fee, as specified in these regulations, or be exempt from payment, as referred to in section 7.48, subsection 1, of the Act;
  - e. proof of admission: if applicable, the applicant must be in possession of a proof of admission issued by the department concerned;
  - f. application: the applicant must have submitted an enrollment application in accordance with the procedures specified in these regulations.

## **Article 2.2 Enrollment application and decision**

1. Applications to be enrolled as a student or external student should be submitted through Studielink. If this is not possible, applicants should use the enrollment form, available from the STU.
2. The first time a student applies for enrollment through Studielink he or she will receive a message from the STU if it is necessary to submit additional documents to assess whether he or she can be enrolled in the program of his or her choice.
3. The Executive Board will decide on the enrollment application within four weeks of receiving the application.
4. If the application is approved, the student will be issued with a proof of enrollment as soon as possible, as specified in article 2.4.
5. If the application is rejected, reasons must be given.

## **Article 2.3 Periods for submitting applications**

1. An enrollment application must be submitted :
  - a. for a Bachelor's program (when a student is enrolling for the first time or re-enrolling): between June 1 and September 1 before the start of the academic year;
  - b. for a Master's program (when an external student is enrolling for the first time or a TU/e student is re-enrolling): at least five weeks before the start of the program on September 1 or February 1.
  - c. for a Master's program (when a student is enrolling for the first time after completing a Bachelor's program at the TU/e, or is a pre-Master's student): the first day of any month, as long as the student has been enrolled at the TU/e without interruption, has (after September 30) fulfilled all the conditions for passing the Bachelor's certificate or pre-Master's diploma, and is admissible to a Master's program.

An application for enrollment can be submitted up to and including September 30 via Studielink. Later enrollments must be submitted via OASE or using a form available from the STU.

2. If an enrollment application, as referred to in paragraph 1, under a, b or c, is submitted between September 1st and October 1st, and all other enrollment criteria have been met, the student will be enrolled as of September 1 of that academic year. This applies to both the Bachelor's and the Master's programs.
3. If a student submits an enrollment application after October 1, he or she must give reasons for not submitting the application as of September 1.
4. If an enrollment application is submitted as referred to in the previous paragraph, all other enrollment criteria have been met, and the CvB has given its approval, the student will be enrolled at a later date. For enrollments falling under paragraph 1, under a and c, that will be the first day of the month in which the application was submitted. For enrollments falling under paragraph 1, under b, the enrollment will commence on February 1.

## **Article 2.4 Proof of enrollment, student card**

1. The proof of enrollment issued by the Executive Board specifies the program, the date on which enrollment comes into force, the type of enrollment and the type of program.
2. Students who enroll in a program at the TU/e for the first time will be issued with a student card.
3. At the student's request the Executive Board will issue a copy of the proof of enrollment.
4. In exceptional cases and if the student can provide good arguments for the request, the Executive Board will issue a copy of the student card at a cost of €10.

5. The proof of enrollment and the student card serve as proof of identity for the student at the TU/e.

## **Chapter 3 Tuition fee**

### **Article 3.1 Statutory tuition fee**

The tuition fee for full-time students who fulfill the requirements specified in section 7.45, subsection 2, of the Act, will be set annually by the Minister of Education, Culture and Science in the form of an order in council (section 7.45, subsection 7, of the Act).

### **Article 3.2 Higher statutory tuition fee**

1. A student who is enrolled for longer than the statutory study period for a program plus one year has to pay a higher statutory tuition fee under section 7.46b of the WHW. The higher statutory fee is indexed annually.
2. No distinction is made in the nominal study period between full-time, part-time and dual programs.

### **Article 3.3 Setting institute tuition fee and examination fees**

1. Before April 1 preceding the start of each academic year, the Executive Board will set the amounts of the institute tuition fees and examination fees.

### **Article 3.4 Payment of tuition fee and examination fee**

1. The tuition fee or examination fee must be transferred in a single lump-sum payment to the TU/e bank account.
2. Contrary to paragraph 1, the Executive Board can agree to payment of the tuition fee in installments. The applicant must submit an authorization for direct debit to the TU/e. The student must then pay administrative costs set annually by the Executive Board.
3. Payment in installments is only possible if the applicant has a Dutch bank or giro account.
4. In that case the tuition fee is transferred in five equal installments throughout the academic year, whereby the administrative costs referred to in paragraph 1 will be added to the first installment.

### **Article 3.5 Request for exemption from or reduction of tuition fee**

1. Students already enrolled at another Dutch institute of higher education in the academic year in which they wish to be enrolled at the TU/e can request the Executive Board for an exemption from or a reduction of the tuition fee.
2. This request must be submitted at the same time as the enrollment application, accompanied by the original proof of payment of the tuition fee to the other institute of higher education and stating the amount paid to the other institute.
3. The Executive Board will take the decision regarding exemption from or reduction of the tuition fee within four weeks of receiving the request.

## **Chapter 4 Changing or terminating enrollment**

### **Article 4.1. Changing type of program or enrollment**

1. Students wishing to change their type of enrollment during the academic year shall address a request to this effect to the Executive Board. The request, giving reasons, should be submitted to the STU.
2. The Executive Board will take the decision regarding change of type of program within four weeks of receiving the request.

#### **Article 4.2 Terminating enrollment and reimbursement of tuition fee**

1. Students wishing to terminate their enrollment shall address a request to this effect to the Executive Board. The request should be submitted to the STU and should, if applicable, also contain a request for reimbursement of the remaining tuition fee.
2. Except in the case of a request to terminate enrollment on graduation or during the first year of the propaedeutic phase, the request must be accompanied by the proof of enrollment for the academic year in question and the student card.
3. The Executive Board will terminate the student's enrollment as of the following month. If applicable the Executive Board will decide on which part of the tuition fee will be reimbursed.
4. If an installment, as referred to in article 3.3, paragraph 4, cannot be transferred, after the student has been sent two reminders, he or she will be denied access to the TU/e's facilities and his or her enrollment will be terminated as of the second month after the first reminder.
5. If payment is still not made, the student will receive a letter from the Executive Board confirming termination of enrollment, as referred to in the previous paragraph. The letter is also a demand for payment of the outstanding tuition fee for the period preceding termination of enrollment.
6. If enrollment is terminated in a case as referred to in article 7.8b, paragraph 5, article 7.12b, article 7.37, paragraphs 5 or 6, article 7.42a or article 7.57h, paragraphs 1 or 2, the Executive Board will terminate the enrollment as of the following month. The Executive Board will take this step only after the student has been heard on the intention to terminate enrollment.
7. The Executive Board will inform the applicant and the Dienst Uitvoering Onderwijs about the termination of the enrollment.

#### **Article 4.3 Reimbursement of tuition fee**

Any remaining statutory tuition fee or institute tuition fee will be reimbursed in compliance with the rules specified in section 7.48 of the Act.

### **Chapter 5 Final provisions**

#### **Article 5.1 Objection and appeal**

The applicant can object to a decision by the Executive Board on the basis of these regulations within six weeks of receipt of the decision. A written objection should be addressed to the Executive Board and submitted to the STU.

#### **Article 5.2 Date of commencement**

These regulations come into force on September 1, 2012 and replace the regulations of May 27, 2010.

Hereby approved by the Executive Board at its meeting of June 21, 2012.

# **Explanatory notes**

## **Regulations for Enrollment and Termination of Enrollment at Eindhoven University of Technology 2012**

### **General**

In accordance with the provisions of section 7.33, subsection 1, section 7.42, section 7.46, subsection 5, and section 7.48 of the Higher Education and Research Act (WHW), the Executive Board of Eindhoven University of Technology (TU/e) must draw up procedural rules for enrolling in and terminating enrollment in a program. These regulations serve to fulfill the provisions of these sections of the Act.

### **Article 2.1**

According to the WHW, a number of criteria have to be met for enrollment in a university program. These criteria are administrative, financial and educational. The Executive Board can only enroll a student if all of these criteria have been met.

Paragraph 2 of article 2.1 specifies the various enrollment criteria laid down in the Act and later in these regulations. They are not described in exact detail here. The provisions for age and nationality, for example, are specified in detail in the WHW. They are reproduced in these regulations in simplified form, for the sake of clarity and completeness. For an exact description of the various criteria, see the WHW or the other articles of the regulations.

### **Article 2.2**

Enrollment applications must be addressed to the Executive Board and submitted to the STU of the TU/e. The application can be submitted through Studielink. If this is not possible, the application should be submitted on a form available from the STU. The STU indicates which documents need to be submitted with the application to enable the Board to make a decision regarding the application. The form must be signed and submitted together with all the required documents. After a first enrollment through Studielink, TU/e students will receive notification of which additional documents still need to be submitted.

The Executive Board will make a decision on the application within four weeks of receipt of the application. The Executive Board will send the student a proof of enrollment as soon as possible after he or she has been enrolled. See article 2.4 for more details on the proof of enrollment.

### **Article 2.3**

Paragraph 1 of this article specifies the various periods within which an enrollment application must be submitted. These periods are related to the different procedures that have to be followed before a student can be enrolled in the various programs referred to in paragraph 1.

If the application is submitted to the Executive Board later than specified in paragraph 1, the applicant must accompany the application with clear reasons why it could not be submitted earlier. The Executive Board will then decide whether the student can be enrolled.

In general, applications received between September 1 and October 1 result in the student being enrolled as of September 1st of that academic year. An exception is made to this rule if the applicant can provide evidence that he or she is unable to make use of the study facilities

as of September 1. If the application is rejected, the student may not be able to continue with his or her studies until the second semester or the next academic year

The general rule for applications received after October 1 is that the applicant will only be allowed to enroll in exceptional circumstances, as of the first day of the month in which the application was submitted. The student must be able to prove that there were clearly circumstances beyond his or her control that prevented him or her from enrolling earlier.

#### **Article 2.4**

In addition to the date of enrollment, the proof of enrollment specifies the program in which the student is enrolled, the type of course (full-time, part-time or dual) and the type of enrollment (student or external student).

When issuing the applicant with a proof of enrollment, the Executive Board also issues a student card. The card is issued once, at the start of the program. On request, the student can obtain a copy of the proof of enrollment free of charge. If the student can provide good arguments for the request, the Executive Board can decide to issue a copy of the student card. The student must first however pay €10. The proof of enrollment and the student card together serve as proof that the student is entitled to make use of the study facilities at the TU/e and to take part in interim and final examinations. The student must be able to produce these documents on request.

#### **Articles 3.1 and 3.3**

The WHW distinguishes between the statutory tuition fee and the institute tuition fee. The statutory fee is set every year by the Minister of Education, Culture and Science in the form of a ministerial order for a specific category of students and the institute tuition fee is set by the Executive Board for the other categories of students. The examination fee for external students is also set by the institute.

The statutory tuition fee must be paid by students who comply with the criteria specified in section 7.45, subsection 1, of the Act and incorporated in this article. The Executive Board sets the institute tuition fee annually and makes it known before April 1 preceding the start of the academic year in question.

External students do not pay a tuition fee, but do have to pay an examination fee, which the Executive Board also sets annually before April 1.

When setting the fee, the Executive Board can take account of students' countries of origin. On the basis of the Agreement creating the European Economic Area, students from the countries that have signed the agreement are treated in the same way as Dutch students and, if they meet the other criteria, have to pay the statutory tuition fee. Students from countries that have not signed the EEA Agreement therefore have to pay the institute tuition fee.

### **Article 3.2**

Full-time and part-time students who pay the statutory tuition fee and take longer to complete their studies than the regular duration of a Bachelor's or Master's program plus one extra year, have to pay a higher statutory tuition fee (see section 7.45b of the WHW). The increase for the 2012-2013 academic year is €3,063 and applies to both the statutory full-time tuition fee and the statutory part-time/dual tuition fee. This amount is indexed annually.

### **Article 3.4**

The tuition fee is paid – wholly in accordance with section 7.47 of the Act – either by means of a single lump-sum payment or in installments throughout the academic year. The TU/e offers students the option of paying the tuition fee in five installments.

If the Executive Board agrees that the student can pay in installments, the student must submit an authorization for direct debit to the TU/e, so that the installments can be transferred automatically. The administrative costs that the TU/e can charge the student are subject to a statutory maximum. The Executive Board sets these costs annually, together with the institute tuition fee. The third paragraph of this article specifies, perhaps unnecessarily, that students wishing to pay in installments must have a Dutch bank or giro account.

### **Article 3.5**

Under the law, students participating in a program at an institute of higher education in the Netherlands only have to pay the tuition fee once. If a student is already enrolled at another institute of higher education in the Netherlands than the TU/e in a certain academic year, and has paid the tuition fee at that institute, he or she can request the Executive Board for an exemption from or a reduction of the tuition fee.

This request must be submitted at the same time as the enrollment application, accompanied by the original proof of payment of the tuition fee to the other institute of higher education, which every institute must provide on request. The student must also make it clear to the TU/e what amount he or she has paid to the other institute. This is required under section 7.48 of the Act, which contains the instructions for calculating the reduction in tuition fee for students enrolled in a specific category of institute.

Paragraph 3 of this article specifies that the Executive Board must make the decision regarding exemption from or reduction of the tuition fee within four weeks of receiving the request.

### **Article 4.1**

This Article gives every student the opportunity to change his or her type of enrollment (student or external student) or type of program (full-time, part-time or dual) during the current academic year. To do this, the student must submit a written request to the STU, addressed to the Executive Board. It is a matter of changing the nature of the enrollment, but the program in which the student is enrolled stays the same.

Students wishing to change program must submit two different kinds of request: a request to terminate their enrollment in the program in which they are officially enrolled and a request to be enrolled in the other program in which they wish to continue their studies and sit interim and final examinations. Articles 4.2 and 2.3 of these regulations specify how these requests must be submitted.

#### **Article 4.2**

Students wishing to terminate their enrollment must submit a request to this effect to the STU, addressed to the Executive Board. Students believing that they are entitled, on the basis of the current regulations, to reimbursement of all or part of their tuition fee must submit a request to this effect together with their request for termination of their enrollment.

Paragraph 2 of this article specifies that, in certain cases, the proof of enrollment and the student card must be submitted with a request to terminate enrollment. This does not apply to requests to terminate enrollment as a result of graduation or, during the first year, in the propaedeutic phase of a program. The propaedeutic phase is seen as an opportunity for students to orient themselves and this includes changing their program or stopping their studies completely.

As of the 2007-2008 academic year, the Collection of Tuition Fees Guarantee (*Garantie Incasso Collegegelden*) has been discontinued. Until September 1st, 2007, universities and universities of professional education (*hogescholen*) had a guarantee from the Netherlands Bankers' Association (NVB) that if an authorization had been issued for a direct debit to transfer payment for a tuition fee (or an installment of a tuition fee) and there was insufficient funds in the account concerned to cover it, the transfer would still be made. Now that this guarantee has been discontinued, educational institutions themselves are responsible for making sure fees are paid and are received on time. The TU/e has therefore now included provisions in the regulations for enrollment for cases in which fees are not paid. If a direct debit transfer cannot be made, the student concerned is sent two reminders, specifying a date by which payment has to be received. If the student does not pay the outstanding fee within the period stated, his or her enrollment at the TU/e is terminated. The student must still pay the outstanding fee for the remaining time that he or she is enrolled. See paragraphs 4 to 7.

#### **Article 4.3**

This article establishes that the provisions of section 7.48 of the Act will be taken into account when reimbursing tuition fees. The student is entitled to reimbursement of the statutory tuition fee for every month of the academic year remaining after termination of his or her enrollment, unless a payment arrangement has been agreed, as referred to in article 3.4, paragraph 2 of these regulations. If the enrollment is terminated as of July or August, the student is not entitled to termination of the payment in installments and to reimbursement of the tuition fee paid for those months.

#### **Article 5.1**

The applicant can object to any decisions made by the Executive Board on the basis of these regulations within six weeks of being informed of the decision. The written objection should be addressed to the Executive Board and submitted to the STU. The objection will be dealt with according to the rules laid down in the General Administrative Law Act.