

# **TU/e Regulations for Registration, Study Choice Check, Enrollment, and Termination of Enrollment (altered as of July 1, 2023)**

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

pursuant to Chapter 7, title 3, Article 7.31 et seq. of the Dutch Higher Education and Scientific Research Act,

pursuant to the Eindhoven University of Technology Selection and Placement Regulations for *Numerus Fixus* Programs 2023-2024

pursuant to Article 3b of the Regulations on the Financing of Higher Education

hereby adopts

the TU/e Regulations for Registration, Study Choice Check, Enrollment, and Termination of Enrollment, which read as follows:

## **Chapter 1 General provisions**

### **Article 1.1 Definitions**

1. In these Regulations, the following terms shall be understood to mean:

- Bron HO: the Basic Register of Education for Higher Education (*Basisregister Onderwijs Hoger Onderwijs*).
- DUO: the Education Executive Agency (*Dienst Uitvoering Onderwijs*) of the Netherlands Ministry of Education, Culture and Science.
- OER: the Program and Examination Regulations (*Onderwijs- en examenregeling*) of a study program.
- ESA: TU/e Education and Student Affairs
- SPF Regulations: Central TU/e Selection and Placement Regulations for Numerus Fixus Programs 2023-2024
- applicant: a person applying to enroll at TU/e as a student or external student, or applying to terminate their enrollment, or a candidate submitting an application to enroll in the context of a degree program with an intake restriction.
- student: a person attending a degree program at TU/e who is enrolled on the basis of this arrangement
- transfer student: students who, during the academic year prior to the academic year for which they register, were enrolled at TU/e (internal transfer student) or elsewhere at an institution for higher education or university education (external transfer student)
- intra-university transfer student: students who, during the academic year in which they make the request, are already enrolled at the TU/e and wish to transfer their enrollment in a specific study program or a specific pre-Master's program during the academic year.
- WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).
- enrollment: an enrollment as student for a bachelor's and/or master's program as defined by WHW.

2. There are separate regulations for other forms of enrollment than those defined by WHW, i.e. Regulations for Specials Forms of Enrollment

## Chapter 2 Registration for Bachelor's and Master's programs and a study choice check

### Article 2.1 Registration periods for Bachelor's degree programs

1. Under the WHW, a first enrollment for a bachelor's degree program at the TU/e by an applicant is possible if they submit an application for enrollment, in *Studielink*, for the propaedeutic year of a bachelor's degree program no later than May 1 prior to the beginning of the academic year in question.
2.
  - a. If the applicant wishes to register for the propaedeutic year of more than one bachelor's degree program, the obligation to register in *Studielink* no later than May 1 applies to only one such program.
  - b. An applicant who registers for a Bachelor's degree program elsewhere in good time, as referred to in paragraph 2, and wishes to attend a Bachelor's degree program at TU/e must register in *Studielink* by August 1 at the latest
3. Students who have already been registered for a degree program at a Dutch higher education institution and wish to start a bachelor's degree program without an intake restriction at TU/e as of September 1, must register in *Studielink* by August 1 at the latest.
4. If an application to enroll as referred to in paragraphs 1 and 3 has not taken place by May 1 or August 1, respectively, at the latest, applicants will not be admitted to the study choice check and they cannot be enrolled in the degree program of their choice.
5. If an enrollment application pertains to a degree program to which the SPF Regulations are applicable, the applicant is required to submit an enrollment application through *Studielink* by January 15 at the latest. This deadline also applies to students already enrolled in a TU/e bachelor's degree program. Applicants who have not submitted an enrollment application via *Studielink* by January 15 at the latest and nevertheless wish to participate in the selection procedure for a degree program will be subject to Article 4 of the SPF Regulations.
6. In the case of an enrollment application in the second year of a bachelor's degree program to which the SPF Regulations apply, the applicant (both internal and external switcher) is required to submit an enrollment application, after a positive bsa (binding recommendation on the continuation of studies), via *Studielink* by August 1 at the latest.
7. In the case of a re-enrollment application by a TU/e student for the same bachelor's degree program, the applicant is required to submit an enrollment application via *Studielink* preferably before August 1 but no later than August 31, prior to the academic year starting on September 1;
8. Applicants with a foreign educational background who wish to start on the basis of their foreign educational background must have registered through *Studielink* by January 15 or May 1 at the latest for programs for which the SPF Regulations are applicable. Furthermore, they are subject to the requirements that:
  - the additional registration via OSIRIS and
  - the full package<sup>1</sup> and payment of the application fee must have been submitted to TU/e by January 15 or May 1, respectively.
9. Applicants who have received their prior education abroad but who possess Dutch nationality do not have to pay an application fee, in derogation of paragraph 8. The same applies to applicants with a prior education from abroad who have the Dutch nationality and wish to enroll in a master's program.
10. During the year, the student can make an intra-university transfer to a different Bachelor's degree program, one without an intake restriction, as of each quarter by simultaneously submitting to the Executive Board a request to terminate enrollment for one program and an enrollment application for the desired program two weeks prior to the start of a quarter.
11. Any student seeking to transfer to the first year of a degree program with an intake restriction must take part in the selection procedure.

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<sup>1</sup> See Article 1 of the departmental selection criteria and procedure regulations for the bachelor's program in question for the academic year 2022-2023.

## Article 2.2 Registration periods for Master's degree programs

1. A request for enrollment in a master's program is submitted:
  - a. if it is an initial enrollment application by an external student: no later than May 1 prior to the academic year starting on September 1, or November 1 for the intake as of February 1.
  - b. in the case of a first enrollment by a student accessing the degree program directly from either a TU/e bachelor's degree program or a pre-master's program: the first day of any calendar month, as long as the renewed enrollment follows on directly from an existing one.
  - c. if there is a request for re-enrollment of a TU/e student for the same master's program: preferably before August 1, prior to the academic year starting September 1, but no later than August 31.
2. A request for enrollment in a pre-master's program for applicants with a prior HBO or university education:
  - a. in the case of a first enrollment application for a pre-master's program: registration through Studielink is required by May 1, at the latest, for enrollment from September 1.
  - b. If an applicant is able to enroll in the pre-master's program from November 1, the deadline for registration via Studielink is February 1.
3. A request for enrollment for the Eindhoven School of Education:
 

in the case of the first enrollment application of an external student or for a specifically designed pre-master's program: no later than August 1 prior to the academic year starting September 1 or January 1 for the intake as of February 1.

## Article 2.3 Exceeding the registration dates

1. Any applicant who does not submit their enrollment application in *Studielink* for a bachelor's degree program (or its propaedeutic phase) before the deadline, as referred to in Article 2.1, will lose the right to admission to their preferred degree program.
2. If an enrollment application as referred to in Article 2.1 paragraph 7 and Article 2.2 paragraph 1, is submitted after the deadline, the applicant must provide valid reasons for not meeting the deadline. Enrollment applications will only be honored in the event of circumstances beyond the applicant's control.
3. Subject to approval by the Executive Board of TU/e, an application for admission to either a bachelor's or a master's program, as defined in Article 2.1 paragraph 7 and Article 2.2 paragraph 1, which is submitted after the deadline and before September 26 but otherwise complies with all the preconditions for admission to the degree program in question will result in enrollment of the applicant with retrospective effect to September 1 of the academic year in question.
4. Subject to approval by the Executive Board of TU/e, an application for admission to either a bachelor's or a master's program, as defined in Article 2.1 paragraph 7 and Article 2.2 paragraph 1, which is submitted from September 26 but before November 1 but otherwise complies with all the preconditions for admission to the degree program in question will result in enrollment of the applicant with retrospective effect to November 1 of the academic year in question.
5. Subject to approval by the Executive Board of TU/e, an application for admission to either a bachelor's or a master's program, as defined in Article 2.1 paragraph 7 and Article 2.2 paragraph 1, which is submitted the first time on or after November 1 but otherwise complies with all the preconditions for admission to the degree program in question will result in enrollment of the applicant with effect from a later date.
6. The previous paragraph has the following meaning for Article 2.1 paragraph 7 and Article 2.2 paragraph 1 under b, insofar as it involves an application for re-enrollment of a TU/e student, an enrollment commencing on the first day of the calendar month in which the application is submitted and Article 2.2 paragraph 1 under a, insofar as it is a first enrollment application of an external student for a master's program, an enrollment commencing on February 1 or September 1 for the subsequent academic year.
7. The time limits referred to in the paragraph 3, 4 and 5 apply *mutatis mutandis* when a student applies for re-enrollment after an appeal procedure, in connection with a binding recommendation on the continuation of studies or study progress recommendation.

## Article 2.4 Participation in obligatory study choice check

1. Participation in all sections of the regular or individual study choice check is obligatory.
2. There are two types of study choice check:
  - a regular study choice check (See Article 2.6, paragraph 2),
  - an individual study choice check (See Article 2.6, paragraph 3).

The table below shows for each type of applicant what type of study choice check they should take part in.

Persons making requests	regular SKC	individual SKC	Remarks
Before May 1 (incl. HBO propaedeutical diploma and university entrance examination)	x		
Before May 1 registered elsewhere	x	x	Regular SKC if this is still possible and otherwise individual SKC
External transfer students after May 1		x	
Internal transfer students and intra-university transfer students		x	Individual SKC, but only the interview is compulsory
Originate from Bonaire, Saint Eustatius, Saba and the Antilles		x	Regular SKC if they reside in NL
Foreign educational background	x	x	Regular SKC if they are residing in NL at the time of the SKC

3. Applicants who have submitted an enrollment application to which the SPF Regulations are applicable are not entitled to participate in a study choice check for the degree program in question, however, they are obligated to participate in reflection choice activities that are part of the decentralized selection.
4. If a situation arises in which the study choice check cannot take place at the TU/e, this may result in changes in this article. Applicants will be informed as early as possible through the TU/e website.

## Article 2.5 Hardship clause in the case of non-participation in study choice check

1. Applicants who have registered for the propaedeutic year of a TU/e Bachelor's degree program before May 1 receive an invitation by email to take part in the study choice check. Any applicant who fails to respond within two weeks of the second reminder being sent loses their right to admission.
2. An applicant who has not participated in the study choice check can submit a request, giving reasons, by August 1 at the latest to the ESA director to still participate in a study choice check (ESA@tue.nl).
3. The ESA director assesses whether there is a valid reason for why the applicant was not able to participate in the study choice check.
4. If there is a valid reason, the condition can be set that the applicant still participates in the individual study choice check, or sections of it, or must perform a replacement assignment before enrollment can be realized.
5. If there is no valid reason, the ESA director decides to refuse the enrollment application of the applicant, as a result of which the applicant is ineligible for admission.

## Article 2.6 Procedure, content, and scheduling of study choice check activities and study choice recommendation

1. Each program offers at least two study choice check days on campus or online, one of which is held before the pre-university final examination and one is held in June.
2. Individual departments are responsible for communications with applicants taking part in the study choice check, which means, among other things, that applicants must receive at least two reminders if they have not yet registered for the study choice check day. Any applicant who has not registered for a compulsory study choice check, including after receiving a reminder or reminders, and who is consequently unable to take part and has not done so loses their right to admission. It is the responsibility of the applicant to keep the e-mail address used up to date and to check the inbox and spam folder during the entire procedure.
3. Once this procedure is complete, the departments in question register in OSIRIS the applicants who have participated in all the sections of the study choice check applicable to them (within five working days after the regular study choice check and within two working days after the individual study choice check).
4. The activities making up the regular study choice check are completion of an electronic questionnaire, participation in one or more supplementary activities (such as completing a preparatory assignment, taking part in a trial lesson, or carrying out a trial group assignment, taking a test on it, and discussing it afterwards), and an individual study choice interview. With the exception of completing the questionnaire and any online assignments, these activities are undertaken on a designated study choice check day. The questionnaire is completed in advance of that day, online, and serves as the basis for the applicant's written two-part personal study choice recommendation. This recommendation is sent electronically to the applicant within ten working days after they have completed the questionnaire, and before they attend the study choice check day. The individual study choice interview addresses the recommendation, the applicant's experiences during the study choice check day, and the extent to which both are likely to affect their final choice of study.
5. The individual study choice activities consist of completing a digital questionnaire and an individual study choice interview, by telephone or in person. The questionnaire is completed electronically in advance of the individual study choice interview, and serves as the basis for a two-part study choice recommendation in writing. This recommendation is sent electronically to the applicant within ten working days after they have completed the questionnaire, and before the individual study choice interview (by phone or in person). The individual study choice interview addresses the recommendation and the extent to which this is likely to affect the applicant's choice of study.
6. Details and schedules of the study choice activities for each department, degree program, or group of degree programs are posted online at [www.tue.nl/studiekeuzecheck](http://www.tue.nl/studiekeuzecheck).
7. The written individual study choice recommendation has two parts. These respectively address "Abilities and skills" and "Motivation for study choice and orientation". Each part contains a recommendation concerning the degree program the applicant is considering; for ease of interpretation, these recommendations are "color-coded", as follows:
  - a. "Abilities and skills"
    - green: the applicant's existing abilities and skills provide them with a good chance of success in this degree program;
    - orange: it is recommended that certain skills be further developed in order to be successful in this degree program;
    - red: it is absolutely essential that certain skills be further developed to be successful in this degree program.
  - b. "Motivation for study choice and orientation"
    - green: the applicant's choice of this degree program has been properly considered; it matches their interests and intended career path following graduation;
    - orange: The choice of this degree program does not appear to have been considered very thoroughly. Further orientation concerning this and possible alternative degree programs should be contemplated;

- red: The choice of this program has not been properly considered. Further orientation concerning this and possible alternative degree programs is strongly recommended.
8. In addition, at the end of the study choice interview applicants may draw an overall conclusion of their own as to the outcome of the study choice check.
  9. If a situation arises in which the study choice check cannot take place at the TU/e, this may result in changes in this article. Applicants will be informed as early as possible through the TU/e website.

## Chapter 3 Enrollment

### Article 3.1 Preconditions for enrollment

1. Enrollment in a study program at TU/e is open only to those who comply with all the necessary preconditions, as set out in the WHW and in these Regulations.
2. The said preconditions include, but are not limited to, the following:
  - a. nationality: the applicant either holds Dutch nationality, or is treated as a Dutch citizen under a statutory provision, or is a foreign national, as referred to in Article 7.32 paragraph 5 under b to e of the WHW;
  - b. educational qualifications: the applicant holds a relevant prerequisite qualification for registration and admission to a degree program of academic higher education, as defined in the WHW and in the Regulations for Registration and Admission to Higher Education issued by the Minister of Education, Culture and Science;
  - c. admission requirements: the applicant meets the admission requirements, as stated in the Program and Examination Regulations of the bachelor's or master's program in which the applicant wishes to enroll, and (if applicable) in the Regulations for Admission to Master's Programs;
  - d. if applicable, online proof of placement: document issued by the institution in the candidate's name that proves that they have gone through the selection process and that one of the fixed number of places within the degree program, as determined by the institute board, has been allocated to them.
  - e. tuition fees: the applicant has paid the full tuition fee or examination fee due, as described in these Regulations, or has been exempted therefrom pursuant to Article 7.48, paragraph 1, of the WHW;
  - f. pre-master's program fee: the applicant for a pre-master's program has paid the full fee due for participation in that program;
  - g. if applicable, proof of placement<sup>2</sup>: if necessary, the applicant holds a proof of placement issued by the relevant department;
  - h. application: the applicant has submitted an application for enrollment in accordance with the provisions of these Regulations;
  - i. additional preconditions apply to applicants with an HBO (higher professional education) certificate or who have completed the propaedeutic year of an HBO vocational degree program; these are described in the OER (the Program and Examination Regulations) of the bachelor's degree program in which they wish to enroll;
  - j. in the case of an initial enrollment in a bachelor's degree program that does not have an intake restriction, proof that the applicant has taken part in every part of the study choice check as stipulated in Article 2.6 of these Regulations.
  - k. in the case of re-enrollment in the second year of a bachelor's degree program, with or without a study break, proof that the student received a positive binding recommendation for the continuation of studies from that degree program.

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<sup>2</sup> As referred to in the Regulations for Admission to Master's Programs.

### Article 3.2 Application for enrollment and admission

1. Following their application for enrollment through *Studielink*, the applicant is notified by the ESA if any additional documentation has to be submitted in order to assess whether or not they can indeed be admitted to their chosen study program.
  2. The final decision on the applicant's admission to their chosen study program is taken by the Executive Board, no later than four weeks after the receipt of their application.
  3. Once it has been decided to admit the applicant, they will be notified that the proof of enrollment can be downloaded from OSIRIS, in accordance with the provisions of Article 3.4 below, as soon as possible.
  4. If it is decided not to admit the applicant to their chosen study program, they are notified of the reasons for their rejection.
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1. If an enrollment application as referred to in paragraph 1a(6), 1b or 1c above, is submitted after the deadline, the applicant must provide valid reasons for not meeting the deadline. Enrollment applications will only be honored in the event of circumstances beyond the applicant's control.
  2. Subject to approval by the Executive Board of TU/e, an application for admission to either a bachelor's or a master's program, as defined in paragraph 1a(6), 1b or 1c above, which is submitted after the deadline and before October 1 but otherwise complies with all the preconditions for admission to the degree program in question will result in enrollment of the applicant with retrospective effect to September 1 of the academic year in question.
  3. Subject to approval by the Executive Board of TU/e, an application for admission to either a bachelor's or a master's program, as defined in paragraph 1a(6), 1b or 1c above, which is submitted from October 1 but before November 1 but otherwise complies with all the preconditions for admission to the degree program in question will result in enrollment of the applicant with retrospective effect to November 1 of the academic year in question.
  4. Subject to approval by the Executive Board of TU/e, an application for admission to either a bachelor's or a master's program, as defined in paragraph 1a(6), 1b or 1c above, which is submitted the first time on or after November 1 but otherwise complies with all the preconditions for admission to the degree program in question will result in enrollment of the applicant with effect from a later date.
  5. The previous paragraph has the following meaning for paragraph 1a(6) and 1b, insofar as it involves an application for re-enrollment of a TU/e student, 1c, an enrollment commencing on the first day of the calendar month in which the application is submitted, 1b, insofar as it is a first enrollment application of an external student for a master's program, an enrollment commencing on February 1 or September 1 for the subsequent academic year.

### Article 3.3 Proof of enrollment and campus card

1. If the student is enrolled, after receiving notice from ESA of enrollment in a degree program, the student can download the proof of enrollment from OSIRIS. The proof of enrollment states the student's study program, the date of enrollment, the form of enrollment, and the mode of study.
2. An applicant enrolled for the first time at TU/e is issued, once only, with a campus card (student identity card) by the Executive Board.
3. In the case of loss or damage to the campus card a new one can be made after payment of €20 to the Parking & Security Desk of Facility Management Center (FMC). In the case of theft, a new campus card will be made free of charge if a copy of the registration of theft is submitted. If the campus card was damaged through normal use there is no charge either.
4. The campus card is an official university document identifying the holder as a student at TU/e.

## Chapter 4 Tuition fee



#### Article 4.1 Statutory tuition fee and pre-Master's program fee

1. The statutory tuition fee for full-time students is set annually by the Minister of Education, Culture and Science by means of an Order in Council (*algemene maatregel van bestuur*), as per Article 7.45, paragraph 1, of the WHW.
2. Students enrolled in a pre-Master's program pay a form of tuition fee per study credit to be obtained as referred to in Article 7.57i, paragraph 2, of the WHW.

#### Article 4.2 Institutional tuition fees and examination fee

By April 1 of each year, the Executive Board of TU/e sets the amounts payable as institutional tuition fees and examination fees for the next academic year.

#### Article 4.3 Payment of tuition fees, examination fees, and pre-Master's program fee

1. The amount payable by the student in tuition fees, examination fees, or pre-Master's program fees must be credited in full to the nominated TU/e bank account by September 30 at the latest for intake as of September 26, or by January 26 for intake as of February 1.
2. Notwithstanding the provisions of the previous clause, the Executive Board may establish an arrangement for the payment of the said fees in installments. The applicant will authorize TU/e to collect the payments by direct debit. Students participating in such an arrangement may be charged an additional administration fee, to be set annually by the Executive Board.
3. Participation in any arrangement for the payment of fees as referred to in the previous paragraph in installments is open only to students with a SEPA account.
4. Under any such arrangement, the fees due are paid in ten equal installments spread throughout the academic year. The administration fee described in paragraph 2 above is added to the first of these installments.

#### Article 4.4 Application for exemption from or reduction of tuition fee

1. Applicants who are already enrolled at and paying tuition fees to the TU/e or another Dutch institute for higher education during an academic year in which they also wish to enroll, are exempt from the payment of further tuition fees.
2. To be eligible for this exemption, the applicant must indicate in studielink that tuition fees have already been paid at another institute for higher education.
3. The Executive Board rules on whether to grant an exemption from or a reduction of tuition fee or pre-Master's program fee within four weeks of receiving the application.

### Chapter 5 Modification and termination of enrollment

#### Article 5.1. Change of study mode or form of enrollment

1. Any student wishing to change their mode of study or form of enrollment during the course of an academic year must submit an application to that effect to the Executive Board. Applications, which must be reasoned, must be submitted to ESA.
2. The Executive Board rules on whether to allow a change of study mode or form of enrollment within four weeks of receiving the application.



## Article 5.2 Termination of enrollment and reimbursement of tuition fee

1. A student wishing to terminate his/her enrollment at TU/e must submit an application to that effect via *Studielink*.
2. The Executive Board terminates the applicant's enrollment with effect from the beginning of the next calendar month. If applicable, it also rules on whether to reimburse all or part of the student's remaining tuition fee.
3. If an installment payment of fees, as defined in Article 4.3, paragraph 4, is not made, the defaulting student first receives a reminder to pay. If the outstanding payment is still not received, the student is excluded from all TU/e facilities and their enrollment is terminated with effect from the beginning of the second calendar month following issuance of the first reminder to pay.
4. If the outstanding payment remains unsettled, the student receives a notification from the Executive Board confirming that their enrollment has been terminated as described in the preceding clause. This notification also constitutes an official demand for payment of the outstanding tuition fee for the period up to the date of the termination of the defaulting student's enrollment.
5. In a case enrollment is terminated as defined in Article 7.8b, paragraph 3, Article 7.12b, Article 7.37, paragraphs 5 or 6, Article 7.42a or Article 7.57h, paragraphs 1 or 2 of the WHW, the Executive Board terminates the enrollment with effect from the beginning of the next calendar month, but only after the student concerned has been given the opportunity to state their case in respect of the proposed termination.
6. Whenever an enrollment is terminated, the Executive Board notifies both the student and DUO that this has been done.

## Article 5.3 Reimbursement of tuition fee, pre-Master's program fee

1. Any reimbursement of remaining statutory or institutional tuition fees is conducted in accordance with the provisions of Article 7.48 of the WHW.
2. A student who wishes to terminate participation in a pre-master's program due to personal circumstances can request ESA to reimburse (a part of) the degree program fees. The amount to be reimbursed corresponds to the number of credits remaining for courses not yet taken.
3. A student who stops the pre-master's program in the same month it started receives reimbursement of the degree program fees minus the value of 5 credits.
4. In other cases there is no reimbursement of pre-master's program fees.
5. The application fee, as referred to in Article 2.1 paragraph 8, is non-refundable.

## Chapter 6 Final provisions

### Article 6.1 Objection and appeal

An applicant may lodge an objection against any decision or ruling made by the Executive Board of TU/e pursuant to these Regulations within six weeks of notification of the decision being given in the prescribed manner. The objection should be addressed to the Executive Board and submitted through ESA.

### Article 6.2 Effective date

1. These Regulations can be cited as the Regulations for Registration, Study Choice Check, Enrollment, and Termination of Enrollment, or ASIBI.
2. These Regulations enter into force immediately July 1, 2023, and replace the previous version as adopted on October, 1, 2022.

Thus adopted by the Executive Board of Eindhoven University of Technology, at its meeting held on June XX, 2023.

## Explanatory notes

### TU/e Regulations for Registration, the Study Choice Check, Enrollment, and Termination of Enrollment

#### General

Under Chapter 7, title 3, Article 7.31a et seq. of the WHW, the Executive Board of TU/e is required to establish procedural rules for student enrollment on a degree program and the termination thereof. Under Article 7.31b, paragraph 5 of the WHW, it is also required to establish rules on student registration, the nature, content, and timing of study choice activities and the period within which and the means by which study choice recommendations are made. These Regulations implement those provisions.

#### Article 2.1

It is important that school students start considering their higher education as early as possible. It has been found that the timing of their initial registration for a course plays a significant role in their chances of dropping out later. Applicants who register well in time have been found more likely to complete their studies successfully. For this reason, Parliament has set May 1 as the final deadline for registration. This deadline also applies to students who have completed the propaedeutic year of an HBO vocational degree program.

By law, universities can impose sanctions upon those who miss this deadline. Specifically, they may lose their right to enroll at the university. TU/e has opted to apply this as of the academic year 2017-2018: applicants who register for the first time in *Studielink* after May 1 cannot participate in the study choice check, and as a result cannot enroll in the propaedeutic year of a Bachelor's degree program (see Article 2.3).

The third paragraph contains the statutory exception that students who have already been registered for a degree program at a Dutch higher education institution and who want to start a bachelor's degree program without restricted intake at TU/e again. For them the application deadline is no later than 1 August. Finally, a different deadline applies for enrollment applications for programs for which intake restrictions apply (see paragraph 5). These students must register by January 15 at the latest, and are not entitled to a study choice check. This deadline of January 15 also applies to TU/e students who want to transfer from a TU/e program to a TU/e program for which intake restrictions apply, and for students who have terminated their studies but who, after an interruption to their studies want to resume the same program for which intake restrictions apply. Only if a positive binding recommendation (bsa) has been obtained before the termination of studies in the restricted intake degree program, a registration before August 1 for the same restricted intake degree program applies. If the student did not obtain the bsa because the student terminated studies before March 1, the student can be re-enrolled in the first year of the degree program without having to participate in the selection procedure.

Intra-university transfer students as referred to in paragraph 10 must submit two applications, the first requesting that their current enrollment be terminated and the second asking to be enrolled in another program in which they wish to take courses, exams and final exams.

#### Article 2.2

The first paragraph of this article gives a number of different deadlines for the submission of applications for enrollment. These vary because there are different pre-enrollment procedures for each type of degree program mentioned in paragraph 1.

#### Article 2.3

Applicants registering for the propaedeutic year of a bachelor's degree program after May 1 are no longer entitled to admission. The enrollment application will therefore be refused. The above also applies to (among other things) registrations by May 1 or registrations by August 1 after a negative binding recommendation on the continuation of studies (bsa), registration after a positive bsa or postponement of the bsa, registration for a degree program for which selection is applicable, or the registration date for a master's program or the registration date for pre-Master's students. These are strict deadlines.

If an application is submitted to the Executive Board later than the relevant deadline stipulated in Article 2.1.A paragraph 7 and Article 2.1.B paragraph 1, the applicant must clearly state why it could not be submitted any earlier (see Article 2.1.C paragraph 2). As a rule, only in exceptional cases will applicants

applying on or after October 1 be enrolled in the same academic year. If they are admitted, their enrollment begins on the first of November in which their application is received. To qualify for this exception, applicants must be able to clearly demonstrate force majeure that prevented them from applying previously. Granting or declining enrollment is at the discretion of the Executive Board.

However, a student may re-enroll in a TU/e bachelor's program/pre-master's program at a later time if a student has initiated an appeal procedure in connection with a negative binding recommendation on the continuation of studies or a negative study progress recommendation with the Examination Appeals Board of the TU/e. If the student's appeal is upheld and the student is allowed to re-enroll in the same degree program/pre-master's program, the student should re-enroll as soon as possible after notification of the examination committee's decision.

#### **Article 2.4**

As of the 2017-2018 academic year, TU/e has decided to make the study choice check obligatory, in accordance with Article 7.31b, paragraph 1, of the WHW. This means that if applicants do not participate in the study choice check, they will lose entitlement to enrollment, except if there is a valid reason why they could not take part in the study choice check (see Article 2.5).

Even though TU/e has decided that the applicant must take part in all sections of the study choice check, the study choice recommendation remains a recommendation, however, and is not a selection tool. The study choice check also applies to applicants who have received their prior education abroad and who have registered for the propaedeutic year of a Bachelor's program.

#### **Article 2.5**

As applicants' enrollment applications can now be refused because they have not participated in every part of the study choice check, a hardship clause must be included. The ESA director decides if valid reasons exist. This could be due to personal circumstances, other education obligations or, for example, due to the fact that the student has simultaneous study choice activities at various institutions. Applicants must provide proof of this. If no proof can be provided, the enrollment application will be refused.

#### **Article 2.6**

In the Regulations, the university is legally required to define the nature and content of its study choice activities, their timing, when and how the resulting recommendation is issued, and what sanctions apply in the event of failure to take part.

The aim of the study choice check (regular or individual) is to help applicants better understand whether their own interests and abilities match the demands of their chosen study program.

It also provides them with a clearer picture of what that study program involves.

Paragraphs 1-4 of this article state that individual departments play an active part in the check. They are responsible for communications with applicants, which means in practice that they invite them to take part, and record the resulting recommendations in OSIRIS, after the applicant has taken part in all sections of the study choice check. After all, applicants who have not participated in every part cannot enroll in the degree program (see Article 2.5, paragraph 2). The data is not used for any other purpose. The study choice interview is a one-to-one conversation discussing the recommendation the applicant has received and their experiences during the study choice check day. An applicant who has received one or two "red" or two "orange" recommendations (see paragraph 6) is interviewed by a member of the departmental teaching staff; otherwise, the interview may also be conducted by a student of the department. All student interviewers have been trained by ESA in interview techniques, with a specific focus on study choice interviews. Staff interviewers are advised to take part in a workshop on study choice interviewing, which has been designed specially by DPO-TEACH, the teaching support service at TU/e. Details and schedules of the study choice activities for each department, program, or group of programs are posted online (paragraph 4) at [www.tue.nl/studiekeuzecheck](http://www.tue.nl/studiekeuzecheck).

As stated in paragraph 7, the applicant may also draw their own conclusions at the end of the study choice check. In other words, are they still sure that their chosen study program is right for them, and they are right for it? This provision is included purely to encourage further reflection on the part of the applicant; the "conclusions" mentioned have no formal status and are not recorded.

#### **Article 3.1**

Under the WHW and its associated regulations, a number of preconditions need to be met before an applicant can actually enroll at a Dutch university. Some of these are administrative in nature, some financial, and some educational. Only if all have been met can the Executive Board accept the enrollment. Paragraph 2 of Article 3.1 summarizes the principal preconditions, as defined in the WHW and in these Regulations. This is not an exact description. For example, the WHW includes very precise requirements in respect of age and nationality. Here, however, these are provided in a simplified form for the sake of clarity. For precise details of all the various preconditions that apply, please refer to the WHW or to the relevant provisions elsewhere in these Regulations. With respect to subparagraph h, note the following. The WHW – in accordance with the Higher Education (Quality in Diversity) Act (Wet Kwaliteit in Verscheidenheid) – states that universities may now set their own admission requirements for applicants who have completed the propaedeutic year of an HBO vocational degree program but do not hold a VWO university entrance qualification (Article, 7.28, paragraph 2 of the WHW). This measure is not intended to restrict transfers between HBO and the university but rather to restrict the automatic eligibility of students holding a first-year HBO certificate to university Bachelor's programs, given the high rate of withdrawal. Universities can only impose requirements relating to knowledge and skills that students have acquired in a previous educational program (secondary education and/or a first-year HBO program). The requirements the university imposes should be designed to ensure that there is a good match between the student's past education and the study program they are joining. The institution shall conduct an investigation to determine whether a student has satisfied these requirements.

In the interest of transparency toward the students, it is important for universities to provide proper and timely information concerning admission to a degree program. The exact requirements for each study program at TU/e can be found in its OER.

Section i has been added because an enrollment is only effected once the applicant has taken part in all sections of the study choice check.

### Article 3.2

Applications for enrollment should be addressed to the Executive Board of TU/e and submitted through ESA. Ideally, the applicant should use *Studielink*. If this is not possible, the application should be made using the application form provided by ESA. ESA also states what documents need to accompany the application so that the Executive Board is able to reach a decision on it. The form should be signed and submitted together with all the necessary documentation. The Executive Board reaches a decision on the application within four weeks of its receipt. If it decides to admit the applicant, they are sent a proof of enrollment as soon as possible. For more about this, see Article 3.3.

### Article 3.3

The proof of enrollment states the student's date of enrollment, the study program in which the student is enrolled, their mode of study (full-time), and their form of enrollment (student or external student). At the same time as the proof of enrollment, the Executive Board also sends the applicant a campus card. This is the student identity card and in principle is issued once only, at the beginning of a student's studies. The applicant may request a free duplicate copy of their proof of enrollment. Only on exceptional and clearly stated grounds will the Executive Board consider issuing a duplicate campus card. Moreover, this will only be issued after the applicant has paid a fee of €30. Together with the proof of enrollment, the campus card proves the applicant's entitlement to use the educational facilities at TU/e and to sit its examinations and final examinations, and as such must be presented upon request.

### Articles 4.1 and 4.2

The WHW makes a distinction between statutory and institutional tuition fees. Statutory fees are fixed annually by the Minister of Education and apply to a special category of students, whereas institutional fees are set annually by the Executive Board of TU/e itself and apply to all other categories of students. The examination fees for external students are also set by the university.

The statutory tuition fee is paid by those students who meet the conditions set out in Article 7.43 of the WHW. The Executive Board sets the institutional tuition fees and the fees for the pre-Master's program payable in any given academic year no later than the preceding April 1.

External students pay examination fees rather than tuition fees. These, too, are set by the Executive Board no later than April 1.

In setting these fees, the Executive Board can take into account the nationality of the students concerned. Under the Agreement on the European Economic Area (EEA), however, students from the EEA Member States have “a status in the Netherlands equivalent to that of a Dutch national” and therefore, as long as they also comply with the other conditions set out in Article 7.45, paragraph 1, of the WHW, pay the statutory tuition fee.

Non-EEA students pay institutional tuition fees.

Students enrolled on a pre-master’s program pay a tuition fee calculated according to the number of study credits to be accrued during the degree program. At the end of the pre-master’s program (within 12 months of its commencement) it will be clear how many credits the student was actually able to accrue. Students may possibly have been awarded exemptions, or may have received permission to take study components outside of the pre-Master’s program. If the student paid too much, one-sixtieth (1/60) of the statutory tuition fee shall be reimbursed for each credit too many that was paid for. If the student paid too little, the student must pay for the credits not yet covered; this also amounts to one-sixtieth (1/60) of the statutory tuition fee per credit. Only once payment has been made for the remaining credits shall the student be eligible for a proof of admission.

### **Article 4.3**

As required under Article 7.47 of the WHW, tuition fees must either be paid in full in advance or through an arrangement allowing payment in installments spread throughout the academic year. TU/e has opted for a scheme with ten equal installments.

To take part in this, the applicant must provide TU/e with a direct debit authorization so that it is able to draw the payments automatically from their bank account on the due dates. The amount of the additional administration fee TU/e is entitled to charge for this is capped by law. The actual fee is set annually by the Executive Board, at the same time as the institutional tuition fee.

Examination fees and pre-Master’s program fees must always be paid in full in advance, before September 1, or before February 1 in the case of an intake on February 1. Needless to say, but as confirmed in paragraph 3, the applicant must hold a Dutch bank account in order to be able to pay in installments.

### **Article 4.4**

Parliament has decided that a student enrolled in higher education in the Netherlands need only pay one set of tuition fees in any given academic year, even if they are attending more than one institution simultaneously. To comply with this ruling, the student must check the box indicating that they have already paid tuition fees at another institution at the same time as they apply for enrolment in study. Behind the scenes, information is then exchanged digitally between institutions.

### **Article 5.1**

This article allows any student to change their form of enrollment (student or external student) during the course of an academic year. To do so, they must apply in writing to the Executive Board, submitting the application through ESA. Such changes affect only the student’s form of enrollment or mode of study, not the actual program they are taking.

### **Article 5.2**

Students wishing to terminate their enrollment must submit an application to this effect through *Studielink*. This obligation will not apply if it is an application to terminate on the grounds of graduation.

The TU/e includes provisions for the recovery of outstanding fees in these Regulations. Should a payment not be made as expected, the student concerned is given two further opportunities to settle the amount due. If they fail to do so by the final deadline, their enrollment is terminated by the university. In this case, they still owe the outstanding fees for the full period in which they were enrolled. See paragraphs 4-6.

### **Article 5.3**

This article confirms that any reimbursement of tuition fees is done in accordance with the rules contained in Article 7.48 of the WHW will be taken into consideration. Unless they have been paying in installments, as described in Article 4.3, paragraph 2, of these regulations, a student is entitled to reimbursement of the statutory tuition fees they have paid for any full calendar month of the academic year after the termination of their enrollment. Any student who terminates their enrollment from the month of July or August will not be entitled to halt outstanding installment payments or to reclaim the statutory tuition fees they have paid for these months.

A student who terminates the pre-master's program due to personal circumstances can request reimbursement of the pre-master's program fees corresponding to the courses not yet taken. For the personal circumstances referred to see Appendix 2, Article 5, paragraph 2 of the PER for master's programs. If a student terminates the degree program in the month that it started, the degree program fees are reimbursed minus the value of 5 credits. These agreements retroactively come into force as of September 1, 2020.

In other cases there is no reimbursement of pre-master's program fees. If students want to transfer to a different pre-master's program, they must pay a fee for the new pre-master's program. The fee paid for a previous pre-master's program is not set off against this, except for study components occurring in both pre-master's programs.

It is also explicitly stated that the application fee will not be refunded if a student decides not to enroll.

#### **Article 6.1**

An applicant can object to any decision or ruling made by the Executive Board of TU/e under these Regulations. This must be done in writing, within six weeks of notice being given of the decision or ruling in the prescribed manner. The objection should be addressed to the Executive Board and submitted to ESA via the website. All such objections are dealt with in accordance with the provisions of the General Administrative Law Act (Algemene wet bestuursrecht).