

**Explanatory notes to the procedural rules for enrolment at Erasmus University Rotterdam, Art. 7.33, 7.42 and 7.42(a) of the Higher Education and Research Act (WHW), adopted by the Executive Board on 28 April 2016**

## 1. General

The Higher Education and Research Act (WHW), the EUR regulation for institution tuition fees and the accounts receivable protocol constitute the basis for the enrolment and disenrolment of students in subsidised programmes. The WHW prescribes that the Executive Board must also lay down rules of a procedural nature. This will ensure that the procedures relating to enrolment and disenrolment and to payment of tuition fees are transparent and legally enshrined.

For the sake of clarity, these procedural rules contain certain stipulations derived from the institution tuition fee regulation or the accounts receivable protocol. Both these regulations take priority. If the relevant part in one of these regulations is amended, this will change the relevant stipulation in the procedural rules; the other way around is not possible. If a stipulation is laid down in the institution tuition fee regulation or the accounts receivable protocol, this is stated in these explanatory notes.

These regulations may be perused on

[http://www.eur.nl/eur/bestuur\\_organisatie/reglementen/universiteit/studenten/](http://www.eur.nl/eur/bestuur_organisatie/reglementen/universiteit/studenten/) and

[http://www.eur.nl/essc/in\\_en\\_uitschrijven/collegegeld/betaalmethode/debiteurenprotocol\\_incassomoment/en/](http://www.eur.nl/essc/in_en_uitschrijven/collegegeld/betaalmethode/debiteurenprotocol_incassomoment/en/).

The procedural rules state in several places that a faculty is responsible for certain actions. Since the apportionment of authority may be different at each faculty at EUR, the name of the relevant faculty body or part of the organisation responsible for such actions has been deliberately omitted.

The procedural rules are subdivided into six sections:

Section 1	General: Definitions and scope
Section 2	Enrolment
Section 3	Enrolment period
Section 4	Tuition fee
Section 5	Compensation for unlawful use of education or examination facilities
Section 6	Final provisions

## 2. Explanatory notes for each article

You will find explanatory notes for each article below wherever necessary.

*Article 1.1:* The procedural rules differentiate between the enroller, re-enroller and student status. The purpose of this is to clarify the difference in status arising from the enrolment history.

*Article 1.2:* The regulation only relates to the initial programmes, since Chapter 7 (title) of the WHW does not apply to non-initial education. Those offering non-initial programmes are naturally at liberty to draw up their own procedural rules.

*Article 2.1:* The Executive Board issues a mandate to the Head of Student Administration to decide on an application for enrolment in a given programme. This is provided for in Article 6.2. of the procedural rules. Administrative law provides the option of deciding not to process an incomplete application on condition that the applicant has had the opportunity to complete their application within a period of time set by the administrative body (Article 4:5 of the General Administrative Law Act). For this reason, it was decided to adhere to a rectification period not exceeding 2 weeks in the condition for enrolment. In view of the enrolment or re-enrolment deadline of 1 September, or later if applicants may enrol on various dates, it is

essential that students are fully enrolled before this date. This is why the rectification period always ends no later than the day prior to the start of the programme.

*Article 2.2:* Applicants are admitted to a programme in accordance with the statutory regulations. If a student applies for enrolment in a master programme for the first time, this is also deemed to be their first application even if the relevant student has already followed a bachelor programme at EUR.

- Bachelor programmes: The faculty for the relevant programme will issue the admission statement required to allow entry in a higher academic year in the bachelor programme.
- Bachelor programmes: The Central Enrolments Office will provide verification of prior education in the Netherlands. The Admissions Office will issue a decision for students who received prior education outside the Netherlands.
- Bachelor programmes: The faculty will set the admission requirements. The faculty will also decide on applicants' admissibility for programmes where intake restrictions and decentralised selection apply, or where selection is carried out in accordance with specific selection criteria. The Central Enrolment Office will decide on admissibility to all other bachelor programmes.
- Bachelor programmes with an intake restriction due to limited teaching capacity: we anticipate that central placing via DUO will be abolished with effect from 2017-2018. After this date, the institution will be entirely responsible for enrolment, selection and placing.
- To ensure that the procedure runs smoothly, we need to establish the date on which the personal verification protocol must be completed and the documentary evidence for the prior education requirements and additional prior education requirements must be submitted. This is because candidates whose personal data has not been verified cannot accept a place. Before enrolment, candidates must submit documentary evidence of their prior education, and in the case of IBA and Medicine, on the other prior education requirements as well. As a general rule, the closing date is 15 July. Students who are unable to comply with this because the relevant documents will not be available until after this date will always be granted postponement on request. The institution will also determine the final date for issuing places to ranked candidates. The number of opportunities for participating in the selection for a Bachelor programme with an intake restriction is subject to a maximum. Candidates who have taken the final examination for their prior education - e.g. pre-university education - and who did not pass this examination may legally cancel their participation in the selection. Although the institution is responsible for this participation correction, candidates must apply for it personally.
- Bachelor programmes: The Quality and Diversity Act enables programmes to offer a voluntary or compulsory elective activity and to differentiate in groups that have to comply with this obligation. Enrolment for the relevant programme cannot be completed until this obligation has been fulfilled.
- Master programmes: The faculty will set the admission requirements and decide on applicants' admissibility for the programme.
- Pre-masters: The programme will set the admission requirements and decide on applicants' admissibility for the programme. Pre-master students will be enrolled as bachelor students. As a departure from this, a transfer programme in which participants enrol as course members can also be offered.

*Article 2.3:* In the case of bachelor programmes with an intake restriction, students will not be enrolled if they fail to provide proof of admission within the time specified in order to ensure a place through the draw procedure.

*Article 2.6 paragraph 1:* The WHW provides for the binding study advice. The institution board can make the term of rejection subject to a certain period of time. At Erasmus University Rotterdam, a negative binding study advice is valid for 3 years.

*Article 2.6 paragraph 4:* If an applicant has been refused enrolment at another institution due to any actions or remarks that demonstrate their unsuitability for practising one or more professions for which they would be educated, Erasmus University Rotterdam may also decide to refuse their enrolment.

*Article 2.6 paragraph 5:* Article 7.12(b) paragraph 2 of the WHW states that in the event of serious fraud, the Executive Board may decide to terminate a student's enrolment permanently, on the advice of the examining board.

*Article 2.6 paragraph 6:* Article 7.57(h) paragraph 2 of the WHW states that if a person violates the regulations governing the proper state of affairs in buildings and the grounds, the Executive Board may permanently refuse the student access or terminate their enrolment.

*Article 3.1:* In addition to the aforesaid adverse effects for students, late enrolment will also affect their student grants: students are not entitled to a grant or to the Student Travel Product during the period of time in which they are not enrolled.

*Article 3.1:* Enrolment with retroactive effect is laid down in the institution tuition fee regulation. *Article 3.2:* Due to the deadline for enrolment or re-enrolment on 31 August, enrolment is no longer possible after this date. The Head of Student Administration will decide on any exceptions to be made in this connection, after consultation with the relevant programme if necessary.

*Article 3.3:* Interim disenrolment is laid down in the institution tuition fee regulation.

*Article 3.4 paragraph 4:* Article 2.6 states that no re-enrolment is possible in the event of payment arrears. Therefore, this Article solely refers to interim disenrolment (e.g. for failing to meet a payment obligation).

*Article 3.4 paragraph 5:* See the explanatory notes to Article 2.6 paragraph 6.

*Article 4.1 paragraph 3:* International students must register with the municipal personal records database (GBA) on arrival in the Netherlands. If students hold more than one nationality, they may choose whether to put down one or more nationalities when registering. In addition, they should register one or more nationalities at EUR. DUO will use the nationality given by students when registering with the GBA to determine the amount of funding to which each student is entitled. The nationality given by students when enrolling at EUR will be used to determine the amount of the tuition fees to be paid. If a student holds an EEA and a non-EEA nationality, this may result in a difference between the funding and the tuition fee calculated. This could have an adverse effect on EUR as well as on the relevant student. If a student holds more than one nationality and the amount of the institution tuition fee (EEA) or the statutory tuition fee they have to pay is lower as a result of one of these nationalities, we will ask the student to register their EEA nationality in the GBA. This is the only way of ensuring that there is no difference between the funding to be allocated and the tuition fee to be paid.

*Article 4.1 paragraph 4:* The rates for the institution tuition fees are recorded in the Institution tuition fee regulation on an annual basis.

*Article 4.2:* Exemption from tuition fees is recorded in the Institution tuition fee regulation.

*Article 4.3, general:* If a waiver is implemented whereby tuition fees are set at a lower rate, this will be offset at a later date. The rule is that authorisation is granted for the tuition fee, not for the amount of this fee. If a waiver is implemented, this will be offset at a later date and the relevant student must grant authorisation for the tuition fee before 1 September, this will not count if another party pays.

*Article 4.3 general and 4.4 paragraph 1:* The accounts receivable protocol is adjusted every year.

*Article 4.5 paragraph 6:* The Minister is informed through DUO using the Basic Education Register for Higher Education (BRON HO).

*Article 4.5 paragraph 7:* There is a difference between honouring a disenrolment request and honouring the refunding of the tuition fee. The period for honouring a disenrolment request is 4 to 8 weeks, while the period for honouring the refunding of the tuition fee may not exceed 4 months. Processing a disenrolment request may take a total of 4 to 10 weeks. If a reversal period (56 days) applies to the student, refunding may take longer to process.