

Procedural rules for enrolment at Erasmus University Rotterdam, Art. 7.33, 7.42 and 7.42a of the Higher Education and Research Act (WHW) Adopted by the Executive Board on 28 April 2016

Introduction

Articles 7.33, 7.42 and 7.42a of the Higher Education and Research Act (WHW) stipulate that the Executive Board draws up the procedural rules for enrolment and termination of enrolment. The procedural rules for enrolment at Erasmus University Rotterdam (EUR) contain the further elaboration of these articles. The regulations apply to both full-time and part-time students following public funded degree programmes.

1. General

1.1 Definitions

In these regulations, the following terms have the meanings referred to:

- a. *Negative binding study advice*: (7.8b paragraph 3 of the WHW) The rejection related to the advice if, in the opinion of the institution's board and with due regard for the student's personal circumstances, the student should be regarded as unsuitable for the programme because his academic results do not meet the related requirements imposed by the board. The institution's board can make the rejection subject to a certain period of time.
- b. *Academic year*: (1.1 of the WHW) The period of time that commences on 1 September and ends on 31 August of the subsequent year.
- c. *Student*: The person who enrolls as such for a programme in order to use educational facilities, examination facilities and other types of facilities for the benefit of initial education at Erasmus University Rotterdam.
- d. *Enroller*: The person who submits an enrolment application for an initial programme.
- e. *Re-enroller*: The person who wants to remain enrolled as a student for the same programme without interruption for the next academic year.
- f. *Executive Board*: (1.1 of the WHW) The institution's body that is authorised on the grounds of the WHW (the institution's board).
- g. *Statutory tuition fee*: (7.45 paragraph 2 of the WHW) The tuition fee per academic year as determined by law.
- h. *Statutory tuition fee for small-scale intensive education*: (6.7 paragraph 4 of the WHW) The tuition fee per academic year as determined by the Executive Board, within the set legal frameworks, if designated by the NVAO as being for 'small-scale intensive education'.
- i. *Institution tuition fee*: The tuition fee per academic year as determined by the Executive Board subdivided into an institution tuition fee equal to the statutory tuition fee and other institution tuition fees.
- j. *Pre-master fee*: (Article 7.57(i) paragraph 5 of the WHW) The amount for each pre-master determined by the Executive Board.
- k. *Initial education*: Higher education as referred to in Article 7.3a paragraph 1 of the WHW.
- l. *Termination*: Formal termination of enrolment at Erasmus University Rotterdam whereby all rights and obligations relating to the programme lapse with effect from the termination date, with the exception of the payment obligation in conformity with the accounts receivable protocol.
- m. *Education Executive Agency (hereinafter: 'DUO')*: The central government's executive organisation for the education sector.

1.2 Scope

The procedural rules for enrolment at Erasmus University Rotterdam only relate to initial education as referred to in Article 7.3(a) paragraph 1 of the WHW.

2. Enrolment

2.1 Condition to proceed with enrolment

The Executive Board decides on a programme (re-)enrolment application. Applications for enrolment and re-enrolment are approved if the enroller complies with these procedural rules for enrolment.

If enrollers or re-enrollers do not comply with these procedural rules for enrolment, they will be notified that their enrolment application can only be completed if they provide the missing details or documents within a period of time to be determined by the Executive Board. The assumption will be a rectification period of no more than 2 weeks. The rectification period always ends by no later than the day prior to the start of the programme. If the (re-)enroller remains in default, the Executive Board will, at the end of this period of time, notify the (re-)enroller that the (re-)enrolment application cannot be completed and will be revoked stating the reasons why. This notification will count as a decision.

2.2 First enrolment

General

Programme enrolment applications are submitted through Studielink, and/or through a portal or Osiris portal in the case of a selective programme or prior education outside the Netherlands.

Student Administration will receive the following details in connection with the first enrolment:

- If the enroller has the nationality of a country belonging to the EEA and is enrolling for the first time and no verification of identity has been obtained via Studielink: a copy of a valid passport or identity card of the student.
- If the enroller has the nationality of a country which is not part of the EEA and is enrolling for the first time and no verification of identity has been obtained via Studielink: a copy of a valid passport or identity card of the student and proof that he or she is a legal resident in the Netherlands on the first day of the programme for which he or she is enrolling.

Bachelor programmes

Besides a verification of identity, there are three parts to the enrolment application:

- o Applications for a first enrolment submitted through Studielink and/or a portal or Osiris portal
 - If no verification has been obtained of any prior education in Studielink:
 - a proof of sufficient prior education;
 - or an entrance examination;
 - if the enroller has completed prior education outside the Netherlands: an admissions decision issued by the faculty or the Admissions Office.
 - Up to and including 2016-2017: If the programme is subject to a first enrolment restriction on the grounds of available educational capacity (Article 7.53 of the WHW), DUO must issue proof of admission. After DUO has allocated all the applications, the faculty itself may allocate places for the relevant programme and issue proof of admission to the Central Enrolment Office.
 - If the faculty selects students for a programme according to specific selection criteria (small-scale and intensive education pursuant to Article 6.7 of the WHW, the additional requirements pursuant to Article 7.26 of the WHW and up to and including 2016-2017 the Educational Experiments Act), the faculty is obliged to issue proof of admission through Osiris...
 - If an enroller has never previously been enrolled at Erasmus University Rotterdam and wishes to enrol in one of a bachelor programme's higher academic years with an intake restriction (Article 7.54 of the WHW), an admissions statement issued by the faculty will be required.
 - Up to and including 2016-2017: If the additional or supplementary prior education requirements for a bachelor programme with an intake restriction for which the enrolment application is submitted are not fulfilled, a sufficiency statement must be issued showing that requirements which are similar as regards content have been fulfilled.

- If the student's prior education consists of a propaedeutic year in higher professional education, a propaedeutic year in academic higher education or a completed programme in higher professional education or academic higher education and the degree programme prescribes additional requirements, the faculty is obliged to issue an admission decision through Osiris.
- Uploading the passport photo required for the student card.
- Fulfilling the payment obligation before commencement of the programme.
- If the programme includes an elective activity (Article 7.31 of the WHW) as an admittance condition, this condition must be fulfilled.

With effect from 2017-2018: Bachelor programmes with an intake restriction due to limited teaching capacity

- All candidates enrolling for a Bachelor programme with an intake restriction due to limited teaching capacity pursuant to Article 7.53 of the Higher Education and Research Act must complete the personal verification protocol before 1 April. If the personal verification protocol is not completed, the relevant candidate will no longer participate in the selection and will not be issued with a ranking number.
- Candidates who have accepted a place must submit the documentary evidence showing that they fulfil the prior education requirement and any other prior education requirements for the programme no later than 15 July. Candidates who have accepted the place after 1 July must submit the documentary evidence no later than 14 days after acceptance, and in any event, no later than 31 August. Postponement will be granted to successful candidates on request.
- Places will be offered up to and including 11 August.
- Candidates who have participated in the selection but who have not obtained a diploma or certificate may submit a request for cancellation of their application for the programme before 1 September. This also applies to candidates who have obtained a diploma or certificate but who did not pass one of the examination components that is an additional prior education requirement.

Master programmes

Besides verification of identity, there are four parts to the enrolment application:

- The enrolment application submitted through Studielink or through the portal or Osiris portal
 - If no verification has been obtained of any prior education in Studielink:
 - proof of sufficient prior education to enable the faculty to determine admissibility;
- The proof of admission issued by the faculty through Osiris.
- Uploading the passport photo required for the student card.
- Fulfilling the payment obligation before commencement of the programme.

Pre-master

Besides verification of identity, the following parts apply to the enrolment application for a pre-master:

- The enrolment application submitted through Studielink or through the portal or Osiris portal:
 - If no verification has been obtained of any prior education in Studielink:
 - proof of sufficient prior education to enable the faculty to determine admissibility;
- The proof of admission to the pre-master issued through Osiris.
- Uploading the passport photo required for the student card.
- Fulfilling the payment obligation for the pre-master before commencement of the programme.

2.3 Withdrawal of the first enrolment application

If the Bachelor's programme is subject to a first enrolment restriction on the grounds of available educational capacity (WHW, Article 7.53) and a proof of admission is required for

enrolment, the institution can decide not to complete the enrolment application if the student fails to accept the place offered in Studielink.

2.4 Re-enrolment

This section applies to persons wishing to remain enrolled as students on the same programme for the subsequent academic year.

Bachelor programmes

The re-enrolment consists of the following parts:

- The re-enrolment application submitted via Studielink.
- Proof of admission: proof of (provisional) positive BSA.
- Fulfilling the payment obligation before commencement of the programme.

Master programmes

The re-enrolment consists of the following parts:

- The re-enrolment application submitted via Studielink.
- Fulfilling the payment obligation before commencement of the programme.

Pre-master

The re-enrolment consists of the following parts:

- The re-enrolment application submitted via Studielink.
- Fulfilling the payment obligation if the maximum term of the pre-master as laid down in the Course and Examination Regulations has been exceeded.

2.5 Proof of enrolment

- Students who have enrolled will be sent a student card which is issued on a one-off basis and remains the property of the University. The validity of the student card is linked to the validity of the student's enrolment. If lost, the Executive Board must be informed and the person in question will be issued with a duplicate which he or she will have to pay for. In the event of theft, a free duplicate will be issued if proof is provided that the theft has been reported.
- Students will receive digital or non-digital proof of enrolment for each enrolment. Additional digital or non-digital proofs of enrolment can be issued on request.
- The proof of enrolment and the student card also serve as ID when entering the university site and buildings, and when attending education and when applying for and taking tests and examinations. The proof of enrolment and student card must be produced at the request of the officials designated for that purpose by the Executive Board.

2.6 Refusal of (re-)enrolment

The (re-)enrolment application can be refused in the following instances:

- If, after (re-)enrolment as a student for a particular course, it emerges that the student, on the grounds of Article 7.8b of the WHW, has previously been rejected for the same programme at Erasmus University Rotterdam. The (re-)enrolment is then legally terminated with retroactive effect until the month in which the negative binding study advice was issued. Those people for whom a negative binding study advice has been issued for the Bachelor's programme cannot enrol for the same programme for a subsequent period of three years.
- If students have not fulfilled their tuition fee obligations for a previous enrolment period and/or their previous payment obligations relating to pre-master fees.
- In exceptional cases, following a proposal by a dean or the Examining Board, and after careful consideration of the interests involved, the Executive Board can refuse (re-)enrolment if the behaviour of, or statements by, the person in question who is applying for enrolment, reveal an unsuitability for the exercising of one or more professions which the programme is intended to train students for, or for the practical preparation for the practising of a profession (Article 7.42.a, paragraph 1 of the WHW).
- The Executive Board can refuse a student (re-)enrolment if Article 7.42a paragraph 1 of the WHW applied to the person submitting the enrolment or re-enrolment application at a different institution for the same programme or a related programme.

- Following a proposal by the Examining Board the Executive Board can refuse (re-)enrolment of a student on the grounds of a previous decision on definitive disenrollment on the basis of Article 7.12b, paragraph 2 of the WHW.
- The Executive Board can refuse (re-)enrolment as student on the grounds of the provisions of Article 7.57h of the WHW.

3. Enrolment period

3.1 Enrolment term

- The enrolment applies for the entire academic year. In order to be officially enrolled with effect from 1 September, all enrolment documents including payment of the tuition fee or the relevant direct debit mandate must be in the university's possession no later than 31 August.
- In the case of enrolments made during months other than September, all enrolment documents including payment of the tuition fee or the relevant direct debit mandate must be in the university's possession no later than the date prior to the first day of enrolment.
- The study results achieved in the month(s) for which a student is not enrolled will be invalid.
- Enrolment with retroactive effect is not possible unless due to circumstances which are not attributable to the student. The Executive Board will decide whether this is the case.

3.2 Enrolment after 31 August

Enrolment is not possible after 31 August.

However, students can enrol after that date in a number of cases. Exemption applications are dealt with by the Executive Board. Cases where exemption applications are always approved are stated below:

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- Programmes which students can join later, albeit subject to a deadline. If students can join a programme later, the tuition fee is calculated for the months during which the student was enrolled.
- Students whose first enrolment is at another university and who wish to enrol at EUR with a Tuition Fees Receipt (hereinafter: 'BBC'), may only do this on condition that the BBC was applied for before 31 August but was not actually issued until after this date.
- Students who, on the basis of a proof of admission, are allowed to start the draw programme of their choice via a later admission by DUO.

The Executive Board may depart further from this insofar as application of the 31 August deadline would result in extreme unfairness in view of the importance of orderly completion of enrolment applications.

3.3 Termination of enrolment at the student's request

A student can submit a request for disenrolment during the course of an academic year.

Disenrolment with retroactive effect is not possible.

- Interim termination: Disenrolment is effected on the first day of the month following the month in which the student submits a request for interim disenrolment through Studielink. The student can indicate in Studielink that the disenrolment should take place at a later point in time. Graduation: In the event of graduation, the disenrolment request may only be completed after the degree has been awarded.
- Binding study advice for disenrolment on 1 February: students may submit a disenrolment request for 1 February of the relevant year until 31 January at the latest if it is extremely probable that they will receive a negative binding study advice. This only applies to first year students attending a programme with a BSA.

3.4 Termination of enrolment by the Executive Board

- The Executive Board can terminate the enrolment for a programme for which a negative binding study advice has been issued. The disenrolment can only take place following the month in which the advice was issued.

- Following a proposal by the Examining Board, the Executive Board can terminate the enrolment of a student in the month following the month in which the student was informed to this effect, if the student has committed fraud (7.12b, paragraph 2 of the WHW).
- In exceptional cases, following a proposal by a dean, and after careful consideration of the interests involved, the Executive Board can terminate the enrolment of a student in the month following the month in which the student was informed to this effect, on the grounds of Article 7.42.a, paragraph 1 of the WHW, if the behaviour of, or statements by, the student reveal an unsuitability for the exercising of one or more professions which the programme is intended to train students for, or for the practical preparation for the practising of a profession.
- The Executive Board can terminate the enrolment of a student as of the second month following the reminder to pay the tuition fee.
- The Executive Board can terminate the enrolment of a student on the grounds of the provisions of Article 7.57h of the WHW. Such is laid down in more detail in the regulations relating to the maintenance of order in EUR buildings and on EUR sites and relating to the efficient or legal use of EUR facilities.

4. Tuition fees and pre-master fee

4.1 Determining the tuition fee and pre-master fee

- The amount of the statutory tuition fee and the maximum tuition fee for programmes comprising small-scale and intensive education is determined annually by the Minister of Education, Culture and Science.
- The amount of the institution tuition fee, the tuition fee for special programmes comprising small-scale and intensive education, and the pre-master fee is determined annually by the Executive Board. The amount that individual students owe depends on their type of enrolment, education and personal situation (nationality, resident status, degrees already obtained).
- Nationality is determined by the registration in the municipal personal records database (Basisregistratie Personen, abbreviated BRP). If students have a number of different nationalities, they must state this when submitting the enrolment application.
- The institution tuition fee applies to students as specified in Article 7.46 of the WHW. It is determined annually and may be found in the Institution tuition fees regulations (Regeling instellingscollegegeld).
- The amount of the tuition fee payable is determined on the basis of details known to the university at the time the enrolment or re-enrolment application was submitted through Studielink. If it later emerges that the tuition fee was determined on the basis of incorrect or incomplete details, or on details which later changed, the University reserves the right to still charge the correct tuition fee.

4.2 Exemption from tuition fee

- If students is enrolled at a higher educational institution and pays the statutory tuition fee there, and then enrolls as a student at Erasmus University Rotterdam on the basis of the statutory tuition fee, he or she will not be required to pay the tuition fee again. A condition for this is that a Tuition Fees Receipt from the other higher educational institution is submitted, that the statutory tuition fee already paid is based on the same tuition fee (statutory tuition fee or increased statutory tuition fee for small-scale and intensive education) and that the programmes are taken simultaneously. If the statutory tuition fee paid in relation to the other enrolment is lower than the amount that the student owes Erasmus University Rotterdam, the student will pay the difference to Erasmus University Rotterdam.
- If a student is enrolled for a Bachelor's programme at another institution of higher education and is subject there to the statutory tuition fee or institution tuition fee equal to the statutory tuition fee and wants to take one or more courses or a minor at Erasmus University Rotterdam, he or she may be exempt from paying the tuition fee. In that case, the student concerned must submit a written declaration from the examining board of the programme stating that the course or the courses as a whole are part of the examination to be taken (or study plan).
- If students who are enrolled in an EUR programme wish to enrol for a second EUR programme in the same academic year alongside it or instead of it, for which payment of

the institution tuition fee applies, they must pay the tuition fee of the most expensive of the two programmes.

- Students who are enrolled for a Bachelor's programme at another institution of higher education and who have paid the statutory tuition fee at that institution and, in accordance with the 'Institution tuition fee, tuition fee for part-time degree programmes and examination fees regulations' (Regeling instellingscollegegeld, collegegeld deeltijdse opleidingen en examengeld), are subject to the statutory tuition fee, and whose enrolment at that other institution is terminated during the course of the academic year and to whom the tuition fee has been refunded, will owe Erasmus University Rotterdam this statutory tuition fee for the months in which they are no longer registered with the other institution.
- If students who have enrolled in a programme at another institution of higher education wish to enrol in a second programme at EUR in the same academic year alongside it, for which they must pay the institution tuition fee or examination fees, they will owe the full institution tuition fee or examination fees without any reduction.

4.3 Pre-master fee

- Students pay a pre-master fee when enrolling for a pre-master programme.
- Students enrolled simultaneously at Erasmus University Rotterdam and at a similar higher educational institution who are paying the statutory tuition fee for this enrolment will be exempted from payment of the pre-master fee on enrolment for the pre-master programme.

4.4 Collection of tuition fee and pre-master fee

The tuition fee and the pre-master fee can be paid in four ways and must always be received by the university before commencement of the enrolment period. In the event of enrolment as per 1 September, the university must have received the payment obligation entered into by the relevant student by 31 August at the latest. The payment obligation can be met as follows:

1. Confirmation of digital authorisation (from Studielink): The student confirms digital authorisation by following the instructions in Studielink.
2. Payment by bank transfer: The tuition fee is transferred to the account of Erasmus University Rotterdam.
3. By means of a Tuition Fees Receipt from another institution, provided in accordance with the regulations laid down in these procedural rules. The Tuition Fees Receipt bearing the student number must have been received by Erasmus University Rotterdam before 31 August.
4. Payment at the ESSC: the amount must be paid at the desk by PIN payment or credit card before 1 September. In the case of credit card payments, a surcharge applies of 5%.

If another person makes the payment, the full details of this person must be filled in on Studielink. Depending on the payment method chosen (chosen from the above list) the enroller or student is required to take the following steps. The fact that another person has made the payment does not discharge the relevant student from their obligation to fulfil receipt of payment before commencement of enrolment.

Other methods of payment are not acceptable.

The direct debit dates and other information are stated in the accounts receivable protocol.

4.5 Late payments

- If the University has not received the amount owed by the applicable deadline, the accounts receivable protocol will take effect. The relevant student will be informed of this by e-mail. The student's ERNA account may be blocked. This means that the student will no longer be able to access informative systems such as Blackboard, SIN and Osiris, nor can they enrol for examinations, receive their diploma or use the university library. The student will also owe administration costs.
- Students themselves are responsible for ensuring that they transfer the amount owing. Erasmus University Rotterdam will not make a second attempt to debit the amount owing from the student's account. If the amount owing has not arrived in Erasmus University Rotterdam's bank account within the specified period of time, Erasmus University Rotterdam will declare the student to be in default for the unpaid instalments and the rest of the tuition fee for the current academic year plus the administrative charges for each

unpaid instalment. If the student continues to be in default, the university will engage a debt-collection agency. The collection costs will also be recovered from the student and their enrolment may be terminated.

- Results achieved during the period in which the tuition fee was not paid and the enrolment application was not processed will not be registered and will be invalid.

4.6 Repayment of tuition fee

If students disenrol from Erasmus University Rotterdam during an academic year, they may be entitled to a refund of excess tuition fee paid. Excess tuition fee will be repaid as quickly as possible after submission and assessment of the disenrolment application. If the relevant student pays the tuition fee in instalments, the amount refundable will be deducted from the remaining instalments of the tuition fee that are still outstanding, including any outstanding sums to be paid to the debt-collection agency and/or the bailiff.

- The tuition fee will only be refunded after the disenrolment application has been granted.
- Only the excess amount of tuition fee collected is eligible for refund. The tuitions fee for the months that the student was enrolled will not be refunded. If the tuition fee is paid in instalments, the amount to be repaid will be set off against tuition fee instalments that are still outstanding. Refunds can only take place to the account number from which payment has been made or to the account from which collections are made.
- No refund can take place in the case of requests for disenrolment as of 1 July or 1 August.
- Different regulations applies to the part-time Business Administration Master's programme. Any student who terminates his or her enrolment will be repaid a quarter of the amount paid for each remaining period of six months of the programme. The application to terminate the enrolment must have been received by no later than two months prior to the beginning of the six month period referred to.
- The pre-master fee will not be refunded in the event of interim disenrolment.
- No repayments will be made
 - a. if the student is enrolled for another programme at Erasmus University Rotterdam and has not terminated his enrolment, or
 - b. is enrolled at another institution of higher education in the Netherlands for which Erasmus University Rotterdam has issued proof of payment of tuition fees, has not returned this proof of payment or proof of disenrolment.
- The institution will inform the party involved and the Minister about termination of the enrolment (Article 7.42 of the WHW).
- The full processing of a disenrolment request including refunding takes between 4 and 10 weeks. If a reversal term applies on the part of the student, the processing of the refund may take longer. Disenrolment is only completed after EUR has granted the application.

5. Compensation for unlawful use of education or examination facilities

5.1 Compensation

- Anyone who uses education or examination facilities without being enrolled will owe compensation which is equal to the institution tuition fee relating to the programme.
- Anyone who is not enrolled cannot be awarded a degree as long as they are not fully enrolled for the programme for which they have applied for a degree.

6. Final provisions

6.1 DUO information exchanges

The head of the student administration has the authority to act on behalf of the Executive Board with regard to the provision of information to DUO and the obtaining of information from DUO registers on the basis of Article 7.52 lid 1 and lid 5, of the WHW.

6.2 Authority

The Executive Board grants authority to the head of the Student Administration to take decisions based on these procedural rules.

6.3 Entry into force

1. The Procedural rules for enrolment of 15 March 2015 will be revoked with effect from 1 July 2016.
2. The Procedural rules 2016 will apply with effect from 1 July 2016.

6.4 Publication

These procedural rules will be published on the EUR website.

6.5 Name of the regulations

These regulations are cited as: Procedural rules for enrolment at Erasmus University Rotterdam 2016.

6.6 Abbreviated title

The abbreviated title is: PRI-EUR 2016.

6.7 Translation of the regulations

These regulations are to be translated into English. In the event of conflict, the Dutch text will prevail.