TU/e Regulations for Registration, Study Choice Check, Enrollment, and Termination of Enrollment
(applicable as of October 1, 2018)

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

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

having regard to the Eindhoven University of Technology Selection and Placement Regulations for Numerus Fixus Programs 2019-2020

having regard to Article 3b of the Regulations on the Financing of Higher Education 2019

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

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: TU/e Selection and Placement Regulations for Numerus Fixus Programs 2018-2019
- 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 program with an intake restriction.
- student: a person attending a program at TU/e who is enrolled on the basis of this arrangement
- transfer student: a student who, during the academic year prior to the academic year for which he/she registers, was 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: a student who, during the academic year in which he/she makes the request, is already enrolled at the TU/e and wishes to transfer his/her 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).

**Chapter 2 Registration and a study choice check for Bachelor’s degree programs**

**Article 2.1.A 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. 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 (see also paragraph 6).

3. Students who were enrolled in a Bachelor’s degree program at a different Dutch institute for higher education for the entire previous academic year and want to start a Bachelor’s degree program without an intake restriction at TU/e (external transfer student) as of September 1, must register in Studielink by August 1 at the latest, if they can show that they are transferring as of September 1 as a result of a provisional or definitive negative binding recommendation on the continuation of their studies (bindend studieadvies) issued after May 1.

4. The third paragraph is applicable by analogy to students who were enrolled in a Bachelor’s degree program at TU/e (internal transfer student) during the entire previous academic year, irrespective of whether a provisional or definitive negative binding recommendation on the continuation of studies was issued or not.

5. 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, the applicant will not be admitted to the study choice check and he/she cannot be enrolled in the program of his/her choice.

6. 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 (see also paragraph 2).

7. If an enrollment application pertains to a 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. 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 program will be subject to Article 4 of the SPF Regulations.

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 package¹ and payment of the application fee must have been received by 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.

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 another university or internally to a program with an intake restriction must take part in the selection procedure.

12. In the academic year 2018-2019, a student can make an intra-university transfer at the latest at the start of the second semester (in this case, Friday, February 1, 2019) to the

¹ See Article 1 of the departmental decentralized selection regulations
following majors: Architecture, Urbanism & Building Sciences, Sustainable Innovation, Mechanical Engineering, and Psychology & Technology. This category is subject to a deadline in terms of giving notice of this intention to transfer, namely Monday, January 7, 2019.

**Article 2.1.B Exceeding the registration dates**

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.A, will lose the right to admission to their preferred program.

**Article 2.2.A 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 2.3, paragraph 2),
   - an individual study choice check (See Article 2.3, paragraph 3).

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

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

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 program in question, however, they are obligated to participate in reflection choice activities that are part of the decentralized selection.

**Article 2.2.B. 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.
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 of the applicant, as a result of which the applicant is ineligible for admission.

**Article 2.3 Procedure, content, and timing of study choice check and recommendation**

1. Each program offers at least two study choice check days, one of which is held before the pre-university final examination and at least one is held in the second half of 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 no more than 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.
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, program, or group of programs are posted online at 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 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 program;
      - orange: it is recommended that certain skills be further developed in order to be successful in this program;
      - red: it is absolutely essential that certain skills be further developed to be successful in this program.
   b. “Motivation for study choice and orientation”
      - green: the applicant’s choice of this program has been properly considered; it matches their interests and intended career path following graduation;
      - orange: The choice of this program does not appear to have been considered very thoroughly. Further orientation concerning this and possible alternative programs should be contemplated;
      - red: The choice of this program has not been properly considered. Further orientation concerning this and possible alternative programs is strongly recommended.

8. In addition, at the end of the study choice interview the applicant may draw an overall conclusion of his/her own as to the outcome of the study choice check.

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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, has a status in the Netherlands equivalent to that of a Dutch national, or holds a valid residence permit for the Netherlands.
   b. Educational qualifications: the applicant holds a relevant prerequisite qualification for registration and admission to a 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. 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 program, as determined by the institute board, has been allocated to them.
   d. 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;
   e. Pre-Master’s program fee: the applicant for a pre-Master’s program has paid the full fee due for participation in that program;
   f. Proof of placement\(^2\): if necessary, the applicant holds a proof of placement issued by the relevant department;
   g. application: the applicant has submitted an application for enrollment in accordance with the provisions of these Regulations;
   h. Additional preconditions apply to applicants with an HBO (higher professional education) certificate or who have completed the propaedeutic year of an HBO

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\(^2\) As referred to in the (still to be amended) Regulations for Admission to Master’s Programs at TU/e. This item f will come into effect at the moment the Regulations for Admission to Master’s Programs at TU/e are amended.
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;
i. 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 2.3 of these Regulations.

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.

Article 3.3 Application deadlines

1. The deadlines for the submission of applications for enrollment are as follows:
a. For a Bachelor's degree program:
   - In the case of an initial enrollment application for the propaedeutic phase, May 1 at the latest,
   - in the case of an enrollment application for the propaedeutic phase following a negative binding recommendation (provisional or otherwise) on the continuation of studies (either from TU/e or elsewhere), August 1 at the latest,
   - in the case of an enrollment application for the propaedeutic phase of a program to which the SPF Regulations are applicable: January 15 at the latest. This deadline also applies to students already enrolled on a TU/e Bachelor's degree program.
   - in the case of a re-enrollment application by a TU/e student for the same Bachelor’s degree program: no later than August 1 prior to the academic year starting on September 1;
   b. in the case of a Master's degree program: 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 academic year starting on February 1.
   c. For a Master's degree program: in the case of a first enrollment by a student accessing the 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, the student has complied with all the preconditions for award of the Bachelor's degree or pre-Master's diploma since the preceding September 30.
   d. for the pre-Master's program for applicants with a prior HBO or university education: 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. If an applicant is able to enroll in the pre-Master’s program from November 1, the deadline for registration via Studielink is January 1.
   e. 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 academic year starting February 1.
2. If an enrollment application as referred to in paragraph 1a(4), 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.

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(4), 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 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 paragraph 1a(4), 1b or 1c above, which is submitted on October 1 but before November 1 but otherwise complies with all the preconditions for admission to the 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 paragraph 1a(4), 1b or 1c above, which is submitted on or after November 1 but otherwise complies with all the preconditions for admission to the 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 paragraph 1a(4) 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 3.4 Proof of enrollment and campus card

1. If the student is enrolled, after receiving notice from ESA of enrollment in a program, the student can download the proof of enrollment from OSIRIS himself/herself. The proof of enrollment states the student's study program, their date of enrollment, their form of enrollment, and their 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 €30 to the Parking & Security Desk of Internal Affairs (DIZ). 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 as referred to in Article 7.51i, 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, examination fees and pre-Master's program fees during the subsequent 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 1, or by January 31 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. An applicant who is already enrolled at and paying tuition fees to another Dutch institute for higher education during an academic year in which they also wish to enroll at TU/e may apply to the Executive Board for exemption from or a reduction of their tuition fee or pre-Master’s program fee at TU/e.
2. The said application must be submitted at the same time as the applicant’s application for enrollment, together with the original proof of payment of tuition fees to the other institute for higher education and a statement of the amount paid.
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.
5. 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. There is no entitlement to reimbursement of pre-Master's program fees.

**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 2018, or ASIBI.
2. These Regulations enter into force immediately, with retrospective effect to Monday, October 1, 2018, and replace the previous version as adopted on Thursday, December 14, 2017.

Thus adopted by the Executive Board of Eindhoven University of Technology, at its meeting held on September 20, 2018.
Explanatory notes

TU/e Regulations for Registration, the Study Choice Check, Enrollment, and Termination of Enrollment, November 2018

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 program and the termination thereof.
Under Article 7.31b, paragraph 4 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.A
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 2.1.B).
The third and fourth paragraphs contain the statutory exception that students wishing to take a Bachelor’s degree program at TU/e due to a provisional or definitive negative binding recommendation on the continuation of studies obtained elsewhere (external transfer student) or at TU/e (internal transfer student) can register later, namely until August 1 at the latest. They are also subject to an obligatory study choice check, although this has a slightly different form (see Article 2.2.A of these Regulations). Finally, a different deadline applies for enrollment applications for programs for which intake restrictions apply (see paragraph 7). 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.
Intra-university transfer students as referred to in paragraph 9 must submit two applications, the first requesting that their current enrollment be terminated and the second asking to be enrolled in another program.
In the 2018-2019 academic year, a student can make an intra-university transfer at the latest at the start of the second semester (in this case, February 1, 2019) to the following majors: Architecture, Urbanism & Building Sciences, Sustainable Innovation, Mechanical Engineering, and Psychology & Technology. This category is subject to a deadline in terms of giving notice of this intention to transfer. This is Monday, January 7, 2019 at the latest, so that academic advisors still have several weeks to hold the (obligatory) study choice interview and prevents students submitting an application at the very last minute, so that no interview can then be scheduled before the start of semester B.

Article 2.1.B
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 the situations identified in paragraphs 3, 6 and 11.

**Article 2.2.A**
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 the applicant does not participate in the study choice check, he or she will lose entitlement to enrollment, except if there is a valid reason why he or she could not take part in the study choice check (see Article 2.2.B). 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 2.2.B**
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 2.3**
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 program (see Article 2.2, 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.
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 3.4.

**Article 3.3**

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 program.

If an application is submitted to the Executive Board later than the relevant deadline stipulated in paragraph 1a(4), 1b and 1c, the applicant must clearly state why it could not be submitted any earlier (see 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. NB. There are no exceptions for registrations by May 1 or registrations/enrollments by August 1 after a negative binding recommendation on the continuation of studies, registration for a program for which selection is applicable, or the registration date for pre-Master’s students (see paragraph 1d). These are strict deadlines.

**Article 3.4**
The proof of enrollment states the student’s date of enrollment, the study program in which he/she 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 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, this article allows such a student enrolling at TU/e to apply to the Executive Board for exemption from or a reduction of the statutory tuition or pre-Master’s program fee if they are already enrolled at and paying statutory tuition fees to another institution. This application must be submitted at the same time as the application for enrollment, and must be accompanied by an original proof of payment of tuition fees to the other institution, which it is required to issue upon request. TU/e also needs to know how much has been paid in fees to the other higher education institution, so that it can correctly apply the statutory rules, contained in Article 7.48 of the WHW, for calculating the reduction in tuition fees of students already enrolled at a particular category of institution.

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
A student 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. There is no entitlement to reimbursement of pre-Master's program fees. This means that if a student wants to transfer to a different pre-Master's program, he or she 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.

**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).