These regulations are an elaboration of the legal provisions regarding enrolment and tuition provided in the Higher Education and Research Act, applicable to Radboud University on the basis of Article 12, paragraph 2 of the Structural Regulations.
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CHAPTER I  GENERAL PROVISIONS

Article 1. Definitions
1. The terms occurring in these regulations, insofar as they appear in the Structural Regulations and/or the Higher Education and Research Act (hereinafter referred to as the WHW), have the same definitions as those specified in the Structural Regulations and the WHW.

2. In addition to the above, the following definitions apply in these regulations:
   a. Registration: a request for enrolment;
   b. BSA: binding study recommendation, as referred to in Article 7.8b WHW;
   c. BBC: proof of paid tuition, issued by a Dutch institution of higher education under Article 7.48 WHW;
   d. BRON HO: The central registry for teaching in higher education, as defined in Article 24b of the Educational Supervision Act;
   e. DUO: the executive organisation of the Ministry of Education, Culture and Science;
   f. External student: a person enrolled at the university in accordance with Article 7.36 WHW. Enrolment as an external student grants one the right to take examinations and have access to RU facilities and collections.
   g. GBA: Municipal Records Database;
   h. Renewed enrolment: re-enrolment in the same degree programme when an earlier enrolment in the same degree programme has come to an end;
   i. Nominal study duration: duration of studies as established in the relevant education and examination regulations;
   j. EER: Education and Examination Regulations;
   k. Pre-Master: A programme focused on the transition to a related RU Master’s programme;
   l. RU: Radboud University; and
   m. Studielink: the web application for enrolment at Dutch institutes of higher learning (www.studielink.nl).

3. In calculating the nominal programme duration, these regulations use 30 September as the starting date.

4. The provisions of these regulations which concern part-time students also apply to double-major students.

Article 2. General registration and enrolment procedure
1. Timely registration precedes enrolment.

2. Registration and enrolment are only possible if all the admission and eligibility criteria referred to in Article 5 and 6 are met.

3. The provisions concerning registration and enrolment are applicable to each enrolment and at every renewed enrolment.
4. Registration is done by fully and accurately filling out the applicable form on Studielink, choosing RADBOUD UNIVERSITY as the institute and stating the name of the degree programme for which you wish to enrol.
5. When registering, all requested documents must be submitted.
6. Registration will only be valid if all administrative requirements are met and the tuition and all fees have been paid.

Article 3. Programme selection check
1. As referred to in Article 7.31a WHW, a prospective student who wishes to enrol for the first time for the foundation year (propedeuse) of a Bachelor’s programme, must register by 1 May to obtain the right to a programme selection recommendation on the basis of the Studiekeuzecheck (programme selection check) regulation.
2. The enrolment procedure referred to in Article 2 paragraph 4 also covers the programme selection for eligible prospective students as defined in the Studiekeuzecheck regulation.

Article 4. Relevant dates
1. Notwithstanding Article 3, paragraph 1, registration with the purpose of enrolment as of 1 September is still possible until 31 August 2016.
2. Enrolment after 30 September 2016, with the exception of the provisions in paragraph 4 of this Article, is only possible if the relevant examination board provides a statement on request that they have no objection to a later enrolment and that integration into the programme is still possible.
3. Enrolment will begin at the start of the month following the month in which all enrolment criteria were met.
4. Enrolment for a degree programme with limited enrolment spaces and which requires a proof of admission from DUO is possible during the term identified on said proof of admission, but no later than 30 September 2016. Contrary to the provisions in paragraph 3 of this Article, in this case enrolment will begin retroactively from 1 September 2016.
5. In instances in which, under the provisions of the EER, a student is enrolled in a degree programme beginning on 1 February, the student, contrary to the provisions in paragraph 2 of this Article, may also request to be enrolled after 1 September providing the request has been submitted via Studielink before 1 February.

Article 5. Admission and eligibility
1. For admission to a Bachelor’s degree programme at RU a student must meet the prior training requirements referred to in Articles 7.23a to 7.30 WHW, and the requirements specified in the relevant EER.
2. Notwithstanding the provisions in paragraph 3, prospective students who wish to be admitted to the foundation year of one of the following degree programmes with a numerus fixus may only
enrol on the basis of a proof of admission issued by DUO on behalf of the Minister of Education.

For the 2016-2017 academic year, this applies to the following degree programmes:
   a. Medicine;
   b. Dentistry;
   c. Biomedical Sciences;
   d. Business Administration.

3. As referred to in Article 7.57 WHW, admission to the foundation year of the Bachelor of Medicine, Dentistry and Biomedical Sciences is based fully on decentralised selection. Admission to the foundation year of the Bachelor in Business Administration is based partially on decentralised selection.

4. Prospective students seeking admission to a Master’s degree programme at RU must meet the statutory requirements as stipulated in Articles 7.30b to 7.30e WHW, and meet the requirements specified in the relevant EER.

CHAPTER II ENROLMENT

Article 6. Admission on the basis of a foreign degree

1. Admission on the basis of a degree issued outside the Netherlands as referred to in Article 7.28, paragraph 2 WHW is only possible if the prospective student is in the possession of an admission statement from the Executive Board and the student has demonstrated sufficient proficiency in Dutch to successfully participate in the programme, in accordance with the procedure for admission on the basis of foreign degrees. The additional requirements specified in the relevant EER must also be met.

2. In order to be exempt from the language requirement referred to in paragraph 1 of this Article, the Executive Board has established a list of degrees or certificates which prospective students must possess: This list has been included as an appendix to these Regulations and will be posted on http://www.ru.nl/currentstudents/.

3. The examination board may choose to exempt holders of other degrees or certificates from the requirement to demonstrate sufficient proficiency in Dutch. The student counsellor will offer a recommendation regarding such an exemption.

Article 7. Enrolment criteria

1. Notwithstanding the provisions in Article 9, first-time enrolment at RU as a student or external student for a degree programme is open to those who meet the requirements of Article 7.32 WHW.

2. Enrolment is only permitted if:
   a. registration through Studielink has been completed, and
   b. tuition or examination fees are paid in a timely fashion, in accordance with the provisions in Chapter 3.
Article 8. Pre-Master
1. Under Article 7.57i WHW, students who wish to complete a pre-Master must obtain a statement from the programme’s examination committee in which the extent and content of the programme is defined.
2. The fee payable is based on the number of ECTS credits of the programme, as defined in the statement and the fees referred to in Article 18.
3. The student may follow the specified pre-Master programme for two uninterrupted years before the fee becomes payable again. The starting academic year is the first year; the subsequent academic year is the second year.
4. The fee is collected during the first academic year via authorised direct debit in equal instalments.
5. Enrolment for the pre-Master is done for the full academic year. Terminating the enrolment can only be done on 1 March, if the termination request has been submitted before 1 March through Studielink. In such a case, payment of the remaining instalments referred to in paragraph 4 is no longer required.
6. If the examination committee indicates such in the statement, and notwithstanding the provisions of paragraph 3, the period of three years applies to students enrolled in a part-time pre-Master at the Faculty of Law.
7. The provisions of Articles 7, paragraph 2, 21, 24 and 27 apply to students enrolled in a pre-Master’s programme.
8. The provisions of Articles 22, 23, 25 and 26 do not apply to students enrolled in a pre-Master’s programme.

Article 9. Binding Study Recommendations (BSA)
1. If a student has received a BSA, first-time enrolment or renewed enrolment is not possible for the degree programme in question, nor is it possible for the Bachelor’s programmes indicated by the student counsellor, which fully or partially share the relevant foundation year (propedeuse), for a period of three academic years after this recommendation has been issued.
2. The provisions in the first paragraph of this Article are fully applicable for the duration of a possible objection or appeal procedure regarding a BSA or related decision.

CHAPTER III TUITION

Article 10. Types of tuition
1. Types of tuition:
   a. Statutory tuition, being the statutory fee, as referred to in Articles 7.45 and 7.45a WHW;
   b. The institutional tuition as referred to in Article 7.46 WHW, equivalent to the statutory rate; and
c. The institutional tuition as referred to in Article 7.46 WHW, equivalent to a differential rate, as specified in Article 17.

2. The determination regarding which tuition fees type is payable, as referred to in paragraph 1, may be done during the academic year, depending on the time of delivery of relevant information by the student or BRON HO. If necessary, corrections will be made retroactively.

**Article 11. Statutory tuition – terms and conditions**
The statutory fee is payable by students who meet the requirements listed in Article 7.45a WHW.

**Article 12. Exemption and reduction of tuition**
1. In view of the provisions in Article 7.48 WHW, students who wish to enrol at RU for a degree programme for which the statutory fee is payable, may be wholly or partially exempt from payment of tuition by the Executive Board.
2. This exemption applies solely to the period during which the relevant conditions for exemption are met.

**Article 13. Institutional tuition equivalent to the statutory rate**
1. The institutional tuition fee equivalent to the statutory rate is payable by RU students who, after obtaining a degree at RU, for which the tuition fees referred to in Article 10, paragraph 1a have been paid, without interruption, remain enrolled for another degree programme to obtain a second Bachelor’s and/or Master’s degree. If enrolment is interrupted, the institutional tuition referred to in Article 10, paragraph 1c will be payable.
2. For students who have been formally admitted to the special oral surgeon training programme and who have completed the Bachelor’s and Master’s programme in Medicine at RU or at another Dutch university, the institutional tuition fee equivalent to the statutory tuition is payable for the prospective enrolment in the Dentistry degree programme, provided they meet the nationality requirements. Enrolment should continue uninterrupted until the Master in Dentistry has been obtained.
3. For students who have been formally admitted to the special oral surgeon training programme and who have completed the Bachelor’s and Master’s programme in Dentistry at RU, the institutional tuition fee equivalent to the statutory tuition is payable for the prospective enrolment in the Medicine degree programme, provided they meet the nationality requirements. Enrolment should continue uninterrupted until the Master in Medicine has been obtained.

**Article 14. Differential institutional tuition**
In all cases where Articles 10 to 13 are not applicable, the differential institutional tuition fee is payable.
CHAPTER IV       RATES AND PAYMENT

Article 15.    Statutory tuition
Statutory tuition for enrolment in a full-time or part-time degree programme is €1,984.

Article 16.    Institutional tuition equal to the statutory tuition
Institutional tuition equal to the statutory tuition for a full-time or part-time degree programme is €1,984.

Article 17.    Differential Institutional tuition

1. The following rates apply for degree programmes at the Faculty of Law:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Full-time Bachelor’s degree programmes</td>
<td>€6,817</td>
</tr>
<tr>
<td>b. Bachelor’s degree programme in Law (new programme), part-time</td>
<td>€3,742</td>
</tr>
<tr>
<td>c. Other part-time Bachelor’s programmes</td>
<td>€6,817</td>
</tr>
<tr>
<td>d. Master’s degree programme in Dutch Law (in Dutch; new programme), part-time</td>
<td>€4,617</td>
</tr>
<tr>
<td>e. Other Master’s degree programmes</td>
<td>€9,232</td>
</tr>
</tbody>
</table>

2. The following rates apply for degree programmes at the Faculty of Arts:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Bachelor’s degree programmes</td>
<td>€6,817</td>
</tr>
<tr>
<td>b. Master’s degree programmes</td>
<td>€9,232</td>
</tr>
</tbody>
</table>

3. The following rates apply for degree programmes at the Faculty of Social Sciences:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Bachelor’s degree programme in Artificial Intelligence (in Dutch)</td>
<td>€9,232</td>
</tr>
<tr>
<td>b. Other Bachelor’s degree programmes</td>
<td>€6,817</td>
</tr>
<tr>
<td>c. Master’s degree programme in Artificial Intelligence</td>
<td>€10,137</td>
</tr>
<tr>
<td>d. Master’s degree programmes in Cognitive Neuroscience</td>
<td>€10,137</td>
</tr>
<tr>
<td>e. Other Master’s degree programmes</td>
<td>€9,232</td>
</tr>
</tbody>
</table>
4. The following rates apply for degree programmes at the Nijmegen School of Management:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Bachelor’s degree programmes</td>
<td>€6,817</td>
</tr>
<tr>
<td>b. Master’s degree programmes</td>
<td>€9,232</td>
</tr>
</tbody>
</table>

5. The following rates apply for degree programmes at the Faculty of Philosophy, Theology and Religious Studies:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Bachelor’s degree programme in Theology (in Dutch)</td>
<td>€1,984</td>
</tr>
<tr>
<td>Bachelor’s degree programme in Religious Studies (in Dutch)</td>
<td>€1,984</td>
</tr>
<tr>
<td>b. Other Bachelor’s degree programmes</td>
<td>€6,817</td>
</tr>
<tr>
<td>c. Master’s degree programmes in Theology (in Dutch)</td>
<td>€1,984</td>
</tr>
<tr>
<td>Master’s degree programme in Theology and Religious Studies (in Dutch)</td>
<td>€1,984</td>
</tr>
<tr>
<td>d. Master’s degree programme in Theology</td>
<td>€1,984</td>
</tr>
<tr>
<td>e. Other Master’s degree programmes</td>
<td>€9,232</td>
</tr>
</tbody>
</table>

6. The following rates apply for degree programmes at the Faculty of Science:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Bachelor’s degree programmes</td>
<td>€9,232</td>
</tr>
<tr>
<td>b. Master’s degree programmes</td>
<td>€10,137</td>
</tr>
</tbody>
</table>

7. The following rates apply for degree programmes at the Faculty of Medical Sciences:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Bachelor’s degree programme in Biomedical Sciences (in Dutch)</td>
<td>€9,232</td>
</tr>
<tr>
<td>b. Other Bachelor’s degree programmes</td>
<td>€16,480</td>
</tr>
<tr>
<td>c. Master’s degree programme in Biomedical Science</td>
<td>€10,137</td>
</tr>
</tbody>
</table>
d. Master’s degree programme in Molecular Mechanisms of Disease  €10,137

e. Other Master’s degree programmes  €16,480

8. The following rates apply for the Master’s degree programmes at the Radboud Graduate School of Education:  €9,232

<table>
<thead>
<tr>
<th>Rate</th>
<th>Price per ECTS credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30 ECTS credits</td>
<td>€33.07</td>
</tr>
<tr>
<td>From 31 ECTS credits</td>
<td>€66.13</td>
</tr>
</tbody>
</table>

**Article 18. Pre-Master fees**

Students as defined in Articles 7.57i WHW pay the following rates:

<table>
<thead>
<tr>
<th>Rate</th>
<th>Price per ECTS credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30 ECTS credits</td>
<td>€33.07</td>
</tr>
<tr>
<td>From 31 ECTS credits</td>
<td>€66.13</td>
</tr>
</tbody>
</table>

**Article 19. Joint programme rates**

Rates for degree programmes or specialisations provided in collaboration with other institutes for higher education are set individually by the Executive Board.

**Article 20. Examination fee**

The examination fee for external students for all relevant degree programmes is €1,984.

**Article 21. Payment**

1. Tuition is paid
   a. either through a lump sum payment, by the student or an authorised person; or
   b. by means of an irrevocable mandate for payment in instalments, in which case, the amount is collected in 10 equal instalments, starting September 2016.

2. In cases of payment in instalments, an administration fee of €24 will be charged. This fee is debited together with the first instalment.

3. The RU Debtor Protocol is applicable to the collection of tuition and any fees.
CHAPTER V REDUCTION, EXEMPTION AND REIMBURSEMENT OF TUITION

Article 22. Reduction of tuition
If the student enrols during the course of the academic year, only part of the tuition is payable. In this case, the amount payable is calculated in proportion to the number of remaining months in the academic year.

Article 23. Payment of tuition in case of more than one simultaneous enrolment
Notwithstanding the provisions in Article 7.48 WHW, students who enrol in more than one degree programme, all of which are at RU, must only pay a single tuition fee that is equal to the highest applicable rate.

Article 24. Termination of enrolment
1. Every enrolment will legally end on the last day of the academic year, namely 31 August.
2. If a BBC has been issued by RU, the enrolment will not be terminated until the BBC has been returned or is otherwise determined that the student’s enrolment has been terminated at the institution for which the BBC is provided.
3. A request for early termination of enrolment must be submitted through Studielink.

Article 25. Reimbursement of tuition
1. Reimbursement will only occur if a request to end enrolment is submitted through Studielink.
2. Regarding the reimbursement of statutory and institutional tuition, the provisions of Article 7.48 WHW apply.

Article 26. Reimbursement of examination fee
Except in the case of the death of the external student, examination fees will not be reimbursed. The provisions in Article 7.48, paragraph 4 WHW are applicable in case of the death of the student.

Article 27. Compensation for damages
1. Notwithstanding the provision in Article 15.3 WHW, a person who makes use of educational or examination facilities without being legally enrolled is required to pay compensation in addition to tuition.
2. The amount of compensation is equal to one-twelfth of the applicable differential institutional tuition for each month the unauthorised person has made use of the educational or examination facilities of one or more degree programmes at Radboud University.
3. The tuition for the entire academic year and the amount of compensation may be collected in full without further notice.

4. If desired, the person may be enrolled from the first day of the month in which the sums mentioned in paragraph 3 of this Article are paid. Retroactive enrolment is not possible.

CHAPTER VI OTHER TYPES OF ENROLMENT

Article 28. Enrolment as a minor student
Students of other institutions of higher education who wish to enrol for one or more degree programme components at Radboud University must submit their request through Studielink to the Executive Board according to the applicable procedure. This request must at least include:

a) statement from the examination committee of the degree programme at RU that there is no objection to the student enrolling as a minor student; and

b) BBC from the primary enrolment institution stating that the statutory tuition has been paid, provided this is a Dutch institute of higher education.

CHAPTER VII TRANSITIONAL PROVISIONS

Article 29. Transitional provisions for part-time students who have been enrolled in the same degree programme without interruption since the 2010/11 academic year

1. Part-time students with an uninterrupted enrolment in the same degree programme since the 2010-2011 academic year or earlier, who would otherwise pay the statutory tuition fees, must only pay €1,225 instead of the statutory tuition fees stated in Article 14.

2. The provisions in paragraph 1 of this Article are applicable during the nominal study duration as described for part-time students in the relevant EER plus one academic year, starting from the first year of enrolment.

3. For part-time students with uninterrupted enrolment as part-time students for the same degree programme since the 2010/11 academic year or earlier, who wish to obtain a second Bachelor’s or Master’s degree, a tuition fee of €1,225 is payable during the nominal study duration as is described in the relevant EER plus one academic year, starting from the first year of enrolment in the second degree programme.
CHAPTER VIII       FINAL PROVISIONS

Article 30.  Implementation of the regulations
The Director of the Student Affairs Office is responsible for executing the provisions in these regulations on behalf of the Executive Board.

Article 31.  Hardship clause
In cases where unreasonable hardship arises in the application of these regulations, the Executive Board may deviate from these regulations if it is in the best interests of the student, notwithstanding the provisions in Article 7.48, paragraph 5 WHW. A motivated request must be submitted in writing.

Article 32.  Safety net clause
In all cases not covered fully or partially by these regulations, the decision lies with the Executive Board. In case of ambiguity or inconsistency arising between these regulations and the relevant legal provisions, on the basis of the WHW, the legal provisions take precedent.

Article 33.  Right of appeal clause
Decisions made under these regulations may be appealed to the Executive Board within six weeks.

Article 34.  Entry into force and period of validity
These regulations come into effect on 1 September 2016 and are valid until 31 August 2017, subject to changes. These regulations replace previous regulations on registration and enrolment.

Agreed upon by the Executive Board on 14 March 2016
Appendix: recognised Dutch language certificates

Agreed upon by the Executive Board on 14 March 2016

This appendix contains the list of certificates, as described in Article 6, paragraph 2, that grant exemption to the language requirements as stipulated in Article 6, paragraph 1 of the Registration and Enrolment Regulations.

a. a certificate for the State Examination of Dutch as a Second Language, programme II (NT2-II)
b. the RU examination for Dutch as a Second Language (RU-NT2);
c. the Dutch as a Foreign Language certificate (Certificaat Nederlands als vreemde taal), with an Academic Proficiency or Higher Education Proficiency profile;
d. International Baccalaureate: Dutch as Language A or Language B (higher level);
e. European Baccalaureate: Dutch as a Second Language;
f. United Kingdom: Dutch at GCE A-level (from 1998);
g. International GCSE First Language;
h. Germany: Allgemeinen Hochschulreife (higher education entrance qualification) certificate with Dutch as Leistungskurs or Grundkurs or an Allgemeinen Hochschulreife certificate with Dutch included in a curriculum equivalent to a Leistungskurs or Grundkurs;
i. Suriname: VWO diploma and Propedeuse from Anton de Kom University;
j. Belgium: secondary education diploma (ASO); or
k. Aruba, St Martin and Curaçao: VWO diploma with Dutch as a final examination subject or a higher education degree certificate.
l. Certificaat Nederlands als Vreemde Taal (Dutch as a Second Language Certificate - CNaVT) Educatief Professioneel profile from KU Leuven