Study year 2019-2020

Registration regulations
CHAPTER I GENERAL PROVISIONS

Article 1a. Purpose of the regulation

These regulations elaborate on the statutory provisions with respect to application, registration and tuition fees under the Higher Education and Research Act (Wet op Hoger onderwijs en Wetenschappelijk onderzoek); pursuant to Article 12, second paragraph, of the Dual Board Structure Regulations (Structuurregeling) these regulations apply for the Radboud University.

Article 1. Definitions

1. The terms that are used in these regulations – in so far as these terms are also used in the Dual Board Structure Regulations and/or the Higher Education and Research Act (hereinafter: the WHW) – have the same meaning that is given to these terms in the Dual Board Structure Regulations and the WHW.

2. Furthermore, the following terms are understood to have the following meaning:

   a. application: a request for registration;

   b. Experiments flexible higher education Decree (Besluit experimenten flexibel hoger onderwijs): the Royal Decree of 8 April 2016, containing regulations for various experiments with regard to flexibility in higher education, more in particular in part-time and dual education, with a view to improving the quality, accessibility and effectiveness of higher education;

   c. BSA (bindend studieadvies): binding recommendations to a student on continuing his studies as referred to in Article 7.8b WHW;

   d. BBC (bewijs betaald collegegeld): evidence provided by a Netherlands institute for higher education pursuant to Article 7.48 WHW;

   e. BRON HO (basisregister onderwijs hoger onderwijs): the database higher education as referred to in Article 24b of the Education Inspection Act (Wet op het onderwijstoezicht);

   f. DUO (dienst uitvoering onderwijs): the Education Executive Agency;

   g. external student (extraneus): the student who, in accordance with article 7.36 WHW, is registered at the university and who takes examinations but who does not attend lectures. Registration as an external student entitles the student to sit interim examinations and examinations and allows this student access to the RU’s facilities and collections;

   h. BRP (basisregistratie personen): persons database

   i. reregistration: a new registration for the same programme as of 1 September, directly following a previous registration for that programme;

   j. OER (Onderwijs- en Examenreglement): Education and Examination Regulations;
k. pre-master: a programme aimed at addressing deficiencies for a relevant RU master degree programme meant to transfer the student to a relevant RU master degree programme;

l. RU: Radboud University; and

m. Studielink: the web application for registration at universities and universities for applied sciences in the Netherlands (www.studielink.nl).

3. The provisions in these regulations with respect to part-time students equally apply for dual students.

Article 2. Application and registration in general

1. A registration is preceded by a timely application.

2. Registration can only take place if the admission and admissibility requirements referred to in Articles 5 and 6 have been met.

3. The provisions with respect to application and registration apply for each registration and reregistration.

4. An application is made through Studielink, by fully and correctly completing the relevant page, by referring to the RU as the relevant university and by stating the name of the relevant degree programme.

5. When the application is made, all requested documents are to be submitted.

6. Registration is only effected if all administrative requirements have been met and the payment obligation has been fulfilled.

7. Registration is effected as of the first day of the month following the month in which all requirements for registration have been met. Enrolment with retroactive effect is not possible.

Article 3. Study choice check

Candidate students who wish to register for the propaedeutic phase of a bachelor degree programme for the first time, are to apply at the latest on 1 May to be entitled to a study choice check under the Regulations Study Choice Check of the Radboud University (Regeling Studiekeuzecheck), which have been attached to the present regulations as Appendix 3.

Article 4. Relevant dates

1. Application for a registration with effect from 1 September 2019, is possible until 31 August 2019.

   The following special deadlines apply:

   a) If the candidate student wishes to register on the basis of a foreign diploma, the application is to be submitted through Studielink before 1 July 2019 because of the time needed for credential evaluation. This applies also for the candidate student who wishes to register on the basis of both foreign and Dutch diplomas.

   b) If the candidate student needs a residence permit and/or visa for his/her studies, the application for registration is to be submitted through Studielink before 1 April 2019 with regard to the required application with the IND. This applies for students who do not hold citizenship of a EU/EEA country or Switzerland.

   Notwithstanding the above, the deadlines for Selection and Placement for the degree programmes with restricted intake as referred to in Article 5.2 have been laid down in the Regulations for Selection and Placement for the Degree Programmes with restricted intake (Reglement Selectie en Plaatsing voor Fixusopleidingen) which have been attached to the present regulations as Appendix 2.
2. Registration can only take place after 30 September 2019 if the relevant examination board declares, when requested, that it does not object to the late registration and that the candidate student can still enter the degree programme.

3. In the event the relevant degree programme commences on 1 February for a student, pursuant to the provision in the OER, a candidate student who should request this may also be registered after 1 September, notwithstanding the provisions of the second paragraph, provided the application is submitted through Studielink before 1 February.

CHAPTER II REGISTRATION

Article 5. Admission and admissibility

1. Candidate students who meet the educational entry requirements referred to in Article 7.23b to 7.30 WHW and the requirements laid down in the relevant OER are admitted to the RU bachelor degree programmes.

2. Without prejudice to the provisions in the third paragraph, candidate students who wish to be admitted to the first year of the bachelor degree programme with restricted intake mentioned below can only be registered if a place is offered by the executive board. The degree programmes with restricted intake 2019-2020 include:
   a. Artificial Intelligence;
   b. Biology;
   c. Biomedical sciences;
   d. Medicine;
   e. Psychology;
   f. Dentistry.

3. The rules for selection and placement for the degree programmes with restricted intake referred to in Article 5.2 have been laid down in the Regulations Selection and Placement for degree programmes with restricted intake (Reglement Selectie en Plaatsing voor Fixusopleidingen), which form an integral part of the present regulations and have been attached to these regulations as Appendix 2.

4. Those who meet the statutory requirements as laid down in the WHW and the requirements laid down in the relevant OER are admitted to the RU master degree programmes.

Article 6. Admission on the basis of a foreign diploma

1. A candidate student can only be admitted on the basis of a diploma issued outside the Netherlands, as referred to in Article 7.28, second paragraph of the WHW, if he has an admission decision provided by the executive board. In the event a candidate student registers for a degree programme taught in the Dutch language, the candidate student in question is to prove that he has sufficient command of the Dutch language in order to successfully attend the degree programme. In the event the candidate student registers for a degree programme taught in the English language, the candidate student is to prove that he meets the language requirements laid down in the OER of the relevant degree programme.

2. The candidate student who has a diploma or certificate included in the list adopted by the executive board is exempted from the language requirement for a degree programme taught in the Dutch language. The adopted list Recognised Certificates Dutch Language has been attached to the present regulations as Appendix.

3. The examination board may grant a language test exemption for the candidate student who has a diploma or certificate different from the ones referred to in the second paragraph. The student counsellor advises the
examination board whether this exemption should be granted or not.

Article 7. Conditions for registration

Without prejudice to the provisions in Article 9, candidate students who meet the stipulations laid down in Article 7.32 *WHW* can register for an initial programme at the RU as a student or an external student.
Article 8. Pre-master

1. Candidate students referred to in Article 7.57i of the WHW who want to attend a pre-master programme are to submit a statement issued by the examination board.

2. For each pre-master programme a contribution is set. The total sum of the contribution to be paid is calculated on the basis of the content of the programme as referred to in the statement and the fees referred to in Article 18.

3. The candidate student who has a concurrent registration for a programme for which statutory tuition fee is charged no contribution for the pre-master programme. Once registration for the programme for which statutory tuition fee is charged terminates, a contribution will be charged for the remaining ECTS for the pre-master programme.

4. The candidate student may attend the relevant programme for a period or two, uninterrupted, study years without any fee being payable again. This does not apply to the Faculty of Medicine which offers a pre-master programme of one year. The study year the student starts the programme is the first study year; the following study year is the second study year.

If the examination board should indicate so in its statement, the period referred to in this paragraph amounts to three years for students who are registered for a part-time pre-master programme at the Faculty of Law.

5. The fee will be collected during the first study year.

6. The registration for the pre-master programme is valid for the entire study year. Terminating the registration before the pre-master programme has been completed can only be done in the first year per 1 March, provided the application for deregistration is submitted through Studielink before 1 March. In that event half of the set contribution for the pre-master is payable.

7. The provisions in Articles 22, 25 and 28 apply equally for students who are registered for a pre-master programme.

8. The provisions in Articles 23, 24, 26 and 27 do not apply for students who are registered for a pre-master programme.

Article 9. BSA – binding recommendations on continuing the degree programme

1. In the event a student has been given a binding recommendation not to continue the degree programme (negative BSA), he cannot register or reregister, for a period of three years after this negative BSA has been issued, neither for the degree programme in question nor for any of the bachelor degree programmes that have a (partly) common first bachelor year, to be indicated by the dean, either partially or completely.

2. The provisions in the first paragraph apply in full for the duration of possible appeal proceedings concerning the negative BSA or the underlying decisions.
CHAPTER III  TUITION FEES

Article 10. Types of tuition fees
1. The following types of tuition fees are distinguished:
   a. the statutory tuition fee, being the statutory tuition fee as referred to in Articles 7.45 and 7.45a of the WHW;
   b. the institution tuition fee as referred to in Article 7.46 of the WHW to the amount of the statutory rate;
   and
   c. the institution tuition fee as referred to in Article 7.46 of the WHW to the amount of a differentiated rate as described in Article 17.
2. The applicable type of tuition fee referred to in the first paragraph can also be determined during the study year, depending on the time the relevant information is provided by the student or by BRON HO. Where required, a correction can be made with retroactive effect.

Article 11. Statutory tuition fee – general terms
The statutory tuition fee is due and payable by a student who meets the conditions laid down in Article 7.45a of the WHW.

Article 12. Exemption from and reduction of tuition fees
The provisions in Article 7.48 of the WHW apply for exemption from and reduction of tuition fees.

Article 13. The institution tuition fee amounting to the statutory rate
1. The institution tuition fee amounting to the statutory rate is due and payable by the student who remains registered, without any interruptions, for a subsequent degree programme to obtain a second bachelor degree and/or a second master degree after he has obtained a degree at the RU, for which degree the tuition fees referred to in Article 10, first paragraph under a., have been paid. When the registration is interrupted, the institution tuition fee will be due as referred to in Article 10 first paragraph under c.
2. The institution tuition fee amounting to the statutory rate is due and payable for the dentistry programme to be attended by the student who has been formally admitted to the special oral surgery programme and who has completed the medicine bachelor and master degree programmes at the RU or at any other university in the Netherlands, provided this student meets the nationality criterion. The registration should not be interrupted until the dentistry master degree has been obtained.
3. The institution tuition fee amounting to the statutory rate is due and payable for the medicine programme to be attended by the student who has been formally admitted to the oral surgery programme and who has completed the dentistry bachelor and master degree programmes at the RU, provided this student meets the nationality criterion. The registration should not be interrupted until the medicine master degree has been obtained.

Article 14. The differentiated institution tuition fee
In all situations where Articles 11 to 13 do not apply, the differentiated institution tuition fee is due and payable.
CHAPTER IV RATES AND PAYMENT MODES

Article 15. (Reduced) Statutory tuition fee
The statutory tuition fee for a full-time or part-time degree/dual programme amounts to € 2,083.
The reduced statutory tuition fee for a full-time or part-time programme amounts to € 1,042.

Article 16. Institution tuition fee amounting to the statutory rate
The institution tuition fee amounting to the statutory rate amounts to € 2,083.

Article 17. Differentiated institution tuition fee
The differentiated tuition fees for the RU degree programmes have been set by the executive board in a separate decision. The list of differentiated tuition fees is included as Appendix 1.

Article 18. Pre-master fee
The candidate students as referred to in Article 8 of these regulations pay € 34.71 per ECTS for the pre-master programme, subject to a maximum fee amounting to € 2,083.

Article 19. Educative module
Candidate students who register for the educative module referred to in the Experiments flexible higher education Decree pay a contribution amounting to half of the statutory fee. In the event of a concurrent registration for another degree programme the contribution for the educative module as well as the fee/pre-master contribution is due. Furthermore no refund is granted in case of a premature termination of the programme.

Article 20. Fees joint programmes
The executive board sets the fees, each separately, due for degree programmes and specialisations offered in cooperation with other institutes for higher education.

Article 20a. Fees for post-initial master degree programmes
The executive board sets the fees, each separately, due for post-initial master degree programmes.

Article 21. Examination fees
The examination fee for external students amounts to € 2,083.

Article 22. Payment mode
1. The tuition fee and/or the contribution for pre-master programmes/educative module is to be paid
   a. either as a lump-sum payment, whether by power of attorney or not,
   b. or by means of an irrevocable power of attorney for payment in instalments. The total sum will be collected in ten equal, subsequent, monthly instalments, the first one being due in September 2019.

2. The examination fee is to be paid as a lump-sum payment, whether by power of attorney or not.

3. If payments are made in instalments, administration costs amounting to € 24 will be payable. The full administration fee due will be collected together with the first instalment.

4. The RU debtor protocol applies for the collection of tuition fees and examination fees and contributions for pre-master programmes and the educative module.
CHAPTER V REDUCTION OF, EXEMPTION FROM AND REFUND OF TUITION FEES

Article 23. Reduction tuition fee for interim registration

Only part of the tuition fee is due if the candidate student registers during the study year. In that event the fee due will be calculated pro rata the number of remaining months of the relevant study year.

Article 24. Payment tuition fee in case of one or more concurrent registrations

Without prejudice to the provisions in Article 7.48 of the WHW, if a student has registered for more than one degree programme at the RU, the tuition fee will be due only once; the higher or highest fee applicable for one of these degree programmes will then be payable.

Article 25. Termination of registration

1. A registration always ends, by operation of law, on the last day of the study year, i.e. on 31 August.

2. If a BBC has been issued by the RU, the registration will only be terminated before its term ends if the BBC has been submitted or if it has been established in any other way that the student has deregistered at the education institute that issued the BBC.

3. The application for the registration to be terminated before its term ends, is to be submitted through Studielink.

Article 26. Refund tuition fees

1. Tuition fees are only refunded after an application for the registration to be ended has been submitted through Studielink.

2. With respect to the statutory tuition fee and the institution tuition fee, the provisions in Article 7.48 of the WHW apply accordingly.

3. In case registration is terminated from July or August the student is not entitled to a refund of the fee paid/payable for those months.

Article 27. Refund examination fee

Except in the event of the external student’s death, the examination fee and or contribution of the educative module will not be refunded. The provisions in Article 7.48, fourth paragraph, of the WHW apply accordingly.

Article 28. Compensation of damages unauthorized participation education

1. Without prejudice to the provisions in Article 15.3 of the WHW, any person who makes use of education or examination facilities without a legally valid registration, will be liable to compensate damages.

2. In case of participation in a full-time degree programme the damages to be compensated amount to a twelfth part of the applicable differentiated institution tuition fee for each month the person in question has illegally made use of the education or examination facilities provided by one or more RU degree programmes.

3. In case of participation in a part-time or dual degree programme the damages to be compensated amount to a twelfth part of statutory tuition fee for each month the person in question has illegally made use of the education or examination facilities provided by one or more RU degree programmes.

4. Registration can still be effected, where required, and after the sums due have been paid, as from the first day of the month in which the payment was made, with the exception of the month of October. Registration with farther-reaching retroactive effect than the first of month in which payment was made cannot be effected.
CHAPTER VI ALTERNATIVE WAYS OF REGISTRATION

Article 29. Registration for a subsidiary subject

The student who has registered for a degree programme at another institute for higher education and who wishes to follow one or more courses at the RU, can submit an application at the executive board in accordance with the applicable procedure. The application is to include at least:

a. a statement by the examination board of the relevant RU degree programme that no objection exists to registration as a minor student; and

b. a BBC issued by the institute of first registration, in the event a Dutch institute of higher education is concerned, demonstrating that the student in question has been lawfully registered as a student at that institute.
CHAPTER VII       FINAL PROVISIONS

Article 30. Implementation of these regulations
The Director of the Student Affairs Department on behalf of the executive board, makes decisions under these regulations and is in charge of the implementation of the provisions in these regulations.

Article 31. Hardship clause
Where the application of these regulations would result in an exceptional case of extreme unfairness, the executive board may deviate from these regulations, if requested to do so, in favour of the student and without prejudice to the provisions in Article 7.48, fifth paragraph, of the WHW. The request, stating reasons, is to be submitted in writing.

Article 32. Catch-all clause
In cases these regulation do not provide for or insufficiently provide for, the executive board will decide. If these regulations should be unclear or if there should be discrepancies between these regulations and the applicable provisions of the WHW, the WHW will prevail.

Article 33. Legal remedies
Any decision made under these regulations can be objected to by filing a notice of objection, within six weeks, at the executive board.

Article 34. Adoption and entering into effect
1. These regulations were adopted by the executive board on 9 October 2018.
2. These regulations have entered into effect as from 1 October 2018.
APPENDIX 1: DIFFERENTIATED TUITION FEE RATES
With due consideration of the provisions in Article 17 of the regulations, inserted on 11 October 2018

**Faculty of Law**

<table>
<thead>
<tr>
<th>Programme/Placement</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor full-time</td>
<td>€8.342,--</td>
</tr>
<tr>
<td>Bachelor deeltijd (CROHO 50700)</td>
<td>€4.580,--</td>
</tr>
<tr>
<td>Bachelor Notarieel Recht deeltijd (CROHO 56828)</td>
<td>€4.580,--</td>
</tr>
<tr>
<td>Researchmaster Onderneming en Recht (CROHO 60386) Other master degree programmes full-time</td>
<td>€9.124,--</td>
</tr>
<tr>
<td>Master Nederlands Recht deeltijd (CROHO 66451)</td>
<td>€5.736,--</td>
</tr>
<tr>
<td>Master Notarieel Recht deeltijd (CROHO 66828)</td>
<td>€5.736,--</td>
</tr>
</tbody>
</table>

**Faculty of Arts**

<table>
<thead>
<tr>
<th>Programme/Placement</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor programmes</td>
<td>€8.342,--</td>
</tr>
<tr>
<td>Master Educatie in de Taal- en cultuurwetenschappen (CROHO 68536)</td>
<td>€12.645,--</td>
</tr>
<tr>
<td>Master Educatie in de Mens- en Maatschappijwetenschappen (CROHO 68532)</td>
<td>€12.645,--</td>
</tr>
<tr>
<td>Tweejarige researchmasters</td>
<td>€9.124,--</td>
</tr>
<tr>
<td>Other master degree programmes</td>
<td>€11.471,--</td>
</tr>
</tbody>
</table>

**Faculty of Social Sciences**

<table>
<thead>
<tr>
<th>Programme/Placement</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Artificial Intelligence (CROHO 56945)</td>
<td>€11.471,--</td>
</tr>
<tr>
<td>Bachelor Pedagogische Wetenschappen van Primair Onderwijs (CROHO 59329)</td>
<td>€11.471,--</td>
</tr>
<tr>
<td>Other bachelor degree programmes</td>
<td>€8.342,--</td>
</tr>
<tr>
<td>Master Artificial Intelligence (CROHO 66981)</td>
<td>€12.645,--</td>
</tr>
<tr>
<td>Researchmaster Cognitive Neuroscience (CROHO 60506)</td>
<td>€12.645,--</td>
</tr>
<tr>
<td>Researchmaster Behavioural Science (CROHO 60266)</td>
<td>€9.124,--</td>
</tr>
<tr>
<td>Researchmaster Social and Cultural Science: Comparative Research on Societies (CROHO 60132)</td>
<td>€9.124,--</td>
</tr>
<tr>
<td>Other master degree programmes</td>
<td>€11.471,--</td>
</tr>
</tbody>
</table>
### Nijmegen School of Management

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor degree programmes</td>
<td>€ 8.342,-</td>
</tr>
<tr>
<td>Master Environment and Society Studies (CROHO 66839)</td>
<td>€ 16.165,-</td>
</tr>
<tr>
<td>Other master degree programmes</td>
<td>€ 11.471,-</td>
</tr>
</tbody>
</table>

### Faculty of Philosophy, Theology, and Religious Studies

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Theologie (CROHO 56109)</td>
<td>€ 2.083,-</td>
</tr>
<tr>
<td>Bachelor Religiewetenschappen (CROHO 50902)</td>
<td>€ 2.083,-</td>
</tr>
<tr>
<td>Other bachelor programmes</td>
<td>€ 8.342,-</td>
</tr>
<tr>
<td>Master Theologie (CROHO 60257)</td>
<td>€ 2.083,-</td>
</tr>
<tr>
<td>Master Theologie &amp; Religiewetenschappen (CROHO 60824)</td>
<td>€ 2.083,-</td>
</tr>
<tr>
<td>Tweejarige master Filosofie (CROHO 60823)</td>
<td>€ 9.124,-</td>
</tr>
<tr>
<td>Tweejarige researchmaster Filosofie (CROHO 60128)</td>
<td>€ 9.124,-</td>
</tr>
<tr>
<td>Master Educatie in de Mens- en Maatschappijwetenschappen (CROHO 68532)</td>
<td>€ 12.645,-</td>
</tr>
<tr>
<td>Other master degree programmes</td>
<td>€ 11.471,-</td>
</tr>
</tbody>
</table>

### Faculty of Science

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor degree programmes</td>
<td>€ 11.471,-</td>
</tr>
<tr>
<td>Master Information Sciences (CROHO 60255)</td>
<td>€ 16.165,-</td>
</tr>
<tr>
<td>Other master degree programmes</td>
<td>€ 12.645,-</td>
</tr>
</tbody>
</table>

### Faculty of Medical Sciences

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Biomedische Wetenschappen (CROHO 56990)</td>
<td>€ 11.471,-</td>
</tr>
<tr>
<td>Other bachelor degree programmes</td>
<td>€ 20.860,-</td>
</tr>
<tr>
<td>Master Biomedical Sciences (CROHO 66990)</td>
<td>€ 12.645,-</td>
</tr>
<tr>
<td>Researchmaster Molecular Mechanisms of Disease (CROHO 60322)</td>
<td>€ 20.860,-</td>
</tr>
<tr>
<td>Other master degree programmes</td>
<td></td>
</tr>
</tbody>
</table>

### Radboud Teachers Academy (RDA)

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master degree programmes</td>
<td>€ 16.165,-</td>
</tr>
</tbody>
</table>
APPENDIX 2: REGULATIONS SELECTION AND PLACEMENT FOR DEGREE PROGRAMMES WITH RESTRICTED INTAKE (ART. 7.53 PARAGRAPH 3 WHW)

I. SELECTION PROCEDURE

Shaping and implementing the selection procedure for degree programmes with restricted intake takes place in accordance with Article 7.53 of the WHW, the Regulations of the Minister of Education, Culture and Science dated 8 November 2015 providing for the amendment for the Regulations for application and admission higher education in connection with the abolition of admission by lot (Regeling van de Minister van Onderwijs, Cultuur en Wetenschap van 8 november 2015 houdende wijziging van de Regeling aanmelding en toelating hoger onderwijs in verband met de afschaffing van de loting), and Article 5.2 of the Regulations Application and Registration 2019-2020 (Regeling Aanmelding en Inschrijving 2019-2020).

The dean adopts the selection criteria and the selection procedure for the degree programmes with restricted intake. The dean will take into consideration the interests of the candidate students from the public bodies Bonaire, Sint-Eustatius and Saba respectively Aruba, Curaçao and Sint-Maarten.

Furthermore, the dean determines per CROHO degree programme how many times a candidate student may participate in the selection procedure for that degree programme (once, twice or three times). This establishes the institute’s maximum.

Participation in a past admission procedure by lot counts towards determining the number of selection attempts used per candidate student as from the study year 2000-2001 (per degree programme, per institute and throughout the Netherlands).

II. PARTICIPATION IN THE SELECTION PROCEDURE

2.1 Verification candidate’s identity

In the event a candidate student applies through Studielink, DigiD will be used for identity verification purposes.

For these candidate students, Studielink will provide a central identity verification.

If a candidate student cannot make use of DigiD or if Studielink cannot provide the candidate student with a central identity verification, the candidate student himself is responsible for enabling the Student Affairs Department to verify his identity on the basis of any relevant documents he submits to DSZ, preferably before 15 January 2019, but ultimately on 31 January 2019.
If Student Affairs cannot verify the candidate student’s identity, the candidate student is excluded from the selection procedure.

2.2 Application deadline and hardship clause

The candidate student can only participate in the selection procedure if he has submitted an application for registration, through Studielink, for the relevant degree programme with restricted intake, at the latest on 15 January 2019. Notwithstanding this condition, the Director Student Affairs may decide, following a request to that effect by the candidate student, that the candidate student who has applied for registration after 15 January 2019 may still participate in the selection procedure.

The candidate student is to submit the request to have the hardship clause applied through the relevant digital form and as soon as possible, in any case before the selection procedure for the relevant degree programme starts.

The Director Student Affairs may decide to admit the candidate student to the selection procedure after all if:

a. the candidate student shows that he was unable to submit the application through Studielink in time between 1 October 2018 and 15 January 2019; and
b. the candidate student applies as yet, through Studielink, after 15 January 2019. Since the deadline has passed, Studielink will show an announcement. This announcement has a time stamp and the candidate student should have this time stamp forwarded by Studielink to his email address. This email message is to be attached to the application to have the hardship clause applied; and

c. the candidate student shows that he has indeed submitted the application to have the hardship clause applied as soon as possible; and

d. it would constitute a case of extreme unfairness, to be determined at the Director Student Affairs, if the candidate student were refused to participate.

2.3 Ranking number and placement offer

The admission committee of the degree programme with restricted intake provides candidate students with a ranking number, through Studielink, starting from 15 April 2019 and informs the candidate student about the outcome of the selection procedure he has participated in. Candidate students with the lowest ranking numbers will be offered a place, through Studielink, starting from 15 April 2018. The candidate student must accept the place offered, through Studielink, within two weeks following receipt of the message through Studielink. If a place offered is not accepted within two weeks, it is cancelled by operation of law. In the event the candidate student refuses the place offered, this place is immediately offered to the candidate student with the next lowest ranking number. Article 2.3b will then take effect for this candidate student.

If a place offered is cancelled because a candidate student does not accept it in time or fails to meet, in time, the admission requirements relating to previous education and/or the language requirements, the cancelled place will be offered, through Studielink, as from 30 April 2019, to the candidate student with the next lowest ranking number who has not been offered a place yet.

Notwithstanding all of this, the Director Student Affairs may decide, following a request to that effect by the candidate student, that the candidate student who has not accepted the place within two weeks, may still be offered a place. The candidate student is to submit an application to have the hardship clause applied, through the relevant digital form, as soon as possible and in any case before the selection procedure for the relevant degree programme starts.
The Director Student Affairs may decide to offer the candidate student a place as yet if:

a. the candidate student shows that he was unable to accept the place offered within two weeks; and
b. the candidate student also shows that he has indeed invoked the hardship clause as soon as possible; and
c. it would constitute a case of extreme unfairness, to be determined at the Director Student Affairs, if the candidate student were not offered a place.

2.4 Date admission requirements for previous education and language requirements must have been met

The candidate student that has been placed is to demonstrate, at the latest on 31 July 2019, that he meets the admission requirements relating to previous education, the further admission requirements relating to previous education and/or language requirements.

In the event the candidate student has not met these requirements at the latest on 31 July 2019, his place will be cancelled.

In the event a candidate student has not met this obligation at the latest on 31 July 2018, he may request the Director Student Affairs for a postponement through the relevant digital form. The application for postponement is to be submitted on 31 July 2019 at the latest.

In the event the Director Student Affairs determines that the candidate student cannot meet the obligation that he should demonstrate he meets the (further) admission requirements relating to previous education on 31 July 2019 at the latest, the Director Student Affairs will set a new term for the candidate student to meet this obligation. This term will not end later than 31 August 2019.

If the candidate student fails to meet this obligation within this new term, his place will be cancelled.

For non-EEA students who apply for and/or have obtained a visa on the basis of their studies in order to attend a degree programme at the RU, the deadline applicable for this visa application will apply in full.

2.5 Candidate student fails to obtain the relevant diploma to be admitted

The candidate student who fails to obtain his diploma or certificate can submit an application, through the relevant digital form, to have the selection attempt he has made use of cancelled.

The application is to be submitted as soon as possible and in any case before 1 September 2019. The Director Student Affairs grants the application if this is submitted before 1 September 2019 and processes the request before 1 October 2019.

2.6 Ultimate date a place is offered

The executive board offers places until 31 August 2019 at the latest. Candidate student from non EEA-countries who are offered a place after 1 June 2019 are only eligible to this place if the processing time of the visa application does not hinder a timely start of the study programme. After 31 August 2019, in principle, no more places will be offered for the study year 2019-2020.
2.7 Objection and appeal

The candidate student may object to a decision with respect to selection at the executive board. The term for filing an objection is six weeks following the date on the relevant decision.

The candidate student can lodge an appeal against the decision on the objection at the Higher Education Appeals Tribunal (College van beroep hoger onderwijs). If the objection or the appeal is upheld after 31 August 2019 and it is determined that the candidate student is to be offered a place, this place will be for the next study year 2020-2021.

2.8 Digital dispatch

Decisions and other communications relating to the selection procedure will be sent to the candidate student digitally through Studielink or to the email address that the candidate student has listed in Studielink.

III. FEWER APPLICATIONS THAN PLACES: NO SELECTION BUT STUDY CHOICE CHECK

In the event the number of applications is lower than or equal to the number of places available, there will be no selection procedure. In that event the Regulations Study Choice Check apply.

IV. PROVISIONAL PLACE IS OFFERED

In special circumstances the executive board may determine, upon the candidate student’s request, that the place offered is converted into a provisional place for the study year 2020-2021.

The executive board may decide this if, in its opinion:

a. the candidate student is unable, as a result of unforeseen circumstances or circumstances beyond his control, to attend the degree programme successfully in the study year 2019-2020; and

b. the candidate student has submitted an application for a provisional place as soon as possible but in any case before 1 September 2019. If the place offered is converted into a provisional place, the executive board of the relevant degree programme with restricted intake offers a place, through Studielink, to the candidate student with the next lowest ranking number who has not obtained a place yet for the study year 2019-2020.
APPENDIX 3: RADBOUD UNIVERSITY REGULATIONS STUDY CHOICE CHECK

1. **Purpose study choice check**
   The study choice check is the final element in the degree programme information and is therefore used as a last check for the choice made.

   When the candidate student has participated in the study choice check, he will receive recommendations from the relevant department. Pursuant to the statutory provisions, a candidate student will only be entitled to the recommendations on his study choice if he applies at the latest on 1 May; however, at the RU the candidate student may also apply for a study choice check after 1 May.

2. **Target group**
   In these regulations a candidate student is understood to mean the person who wants to register as a student.

   The study choice check is meant for candidate students who timely apply for the propaedeutic phase of a bachelor degree programme for the first time, unless the candidate student has applied for a degree programme with restricted intake for which selection and placement takes place.

   Only those candidate students who have applied in time, i.e. at the latest on 1 May, are entitled to participate in the study choice check.

3. **The study choice check**
   Without prejudice to the provisions in the second paragraph, the study choice check consists of a digital questionnaire in which the degree programme specific risk factors are determined by the dean per degree programme.

   Only if the scores do not result in a positive recommendation, the relevant candidate student is invited for an interview, within three working weeks, to explain his study choice. This interview will then be part of the study choice check.

4. **Way the study choice check is carried out**
   The digital questionnaire is available from 1 October 2018 until 1 July 2019.

   The dean appoints a representative of the degree programme, not being a student, to conduct the interviews referred to in Article 2, second paragraph.
In the event the candidate student lives abroad or on one of the Dutch Caribbean islands and the distance between his place of residence and the RU should make this interview objectionable, the interview will be conducted via Skype or any other electronic means, to be determined by the representative of the degree programme.

5. **Study choice recommendations**

The study choice recommendations are determined on the basis of the scores in the digital questionnaire, or – where applicable – on the basis of those scores and the findings during the interview. If the recommendations are not positive, the student is advised to reconsider his study choice. If the student does not respond to the invitation referred to in Article 2, second paragraph, the study choice recommendations are determined exclusively on the basis of the scores on the digital questionnaire.

The candidate student is informed, on behalf of the dean, on the study choice recommendations at the latest two weeks after he has completed the questionnaire or two week after the interview has taken place or would have taken place. A candidate student who does not complete the questionnaire, does not receive study choice recommendations.

The study choice recommendations are not binding.
APPENDIX 4: RECOGNISED CERTIFICATES DUTCH LANGUAGE

This appendix includes the list of certificates as referred to in Article 6, second paragraph of the regulations, which provide for an exemption with respect to the language requirements in Article 6, first paragraph of those regulations.

a. The diploma Staatsexamen Nederlands als tweede taal, programme II (NT2-II);
b. The RU exam Nederlands als tweede taal (RU-NT2);
c. The Certificaat Nederlands als vreemde taal, subject cluster Academische Taalvaardigheid or subject cluster Taalvaardigheid Hoger Onderwijs;
d. International Baccalaureate: Nederlands als Language A of Language B (higher level);
e. European Baccalaureate: Nederlands als tweede taal;
f. United Kingdom: Nederlands or GCE A-level (from 1998);
g. International GCSE First Language;
h. Germany: Zeugnis der Allgemeinen Hochschulreife with Dutch as Leistungkurs or Grundkurs or Zeugnis der Allgemeinen Hochschulreife, with Dutch in a subject combination that is equivalent to the Leistungskurs or Grundkurs;
i. Suriname: vwo diploma, propaedeutic programme of the Anton de Kom, Universiteit van Suriname;
j. Belgium: Diploma van Secundair Onderwijs (ASO);
k. Aruba, Sint-Maarten and Curaçao: vwo diploma with Dutch as a final examination subject or a higher education diploma;
l. Certificaat Nederlands als Vreemde Taal (CNaVT) subject cluster Educatief Professioneel of the KU Leuven