









admitted to the Pre-Master's phase of the Master's programme. Enrolment then takes place in the relevant Bachelor's programme.

A digest of the Master's programmes with corresponding Bachelor's programmes can be found on the webpage [Masters and corresponding Bachelors](#).

#### **Article 2.1.5 Additional conditions for enrolment in a joint programme/joint degree**

1. Prospective students who enrol in a joint degree of the university will also be enrolled as students at the other university/universities. This applies only to institutes in the Netherlands (Section 7.3e part 1 of the Act);
2. Prospective students enrolled in a joint programme may, if this has been agreed between the universities involved, pay their tuition fees to the official secretary of the joint programme. The University of Twente receives a statement from the official secretary and the student will be deemed to have met their financial obligations towards the University of Twente;
3. Agreements made in the context of partnership agreements regarding enrolment and institutional fees made between the institutes, are observed.

#### **Article 2.1.6 Additional conditions for enrolment as an extraneus**

A statement of no objection from the relevant programme must be submitted for enrolment as an extraneus.

#### **Article 2.1.7 Lisbon Convention**

The Lisbon Convention on the recognition of national qualifications applies to all enrolment types referred to above, see Section 7.28 of the Act. This convention regulates that students from other countries who are signatories to the convention and in their own country qualify for a Bachelor's or Master's programme in principle also qualify for admission to a Bachelor's or Master's programme at the University of Twente.

#### **Article 2.1.8 Bachelor's-before-Master's rule**

A student may only be enrolled in a Master's programme if they can demonstrate that they have completed their Bachelor's programme. Subjects from the Master's study programme may only be listed on the Master's degree if they were passed during enrolment in the Master's.

#### **Art. 2.1.9 Application fee**

For certain groups of students and for certain (Pre) Master's programmes, the request to enrol in Studielink will only be processed if an application fee has been paid. Information about which students and study programmes applies to can be found on the relevant [Programme site](#).

### **ARTICLE 2.2 MATCHING ACTIVITY**

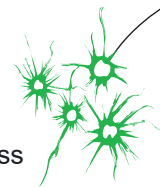
In accordance with Sections 7.31b to 7.31d of the Act, a number of general rules apply to student participation in matching activities. At the University of Twente, the matching activities take the form of what is known as a study check. The rules below do not apply to those who submit an application for a Bachelor's programme that is subject to a selection procedure (fixed quota (Bachelor Technical Medicine and Psychology) or selection based on a small-scale and intensive educational programme (ATLAS)).

#### **Article 2.2.1 General rules for University of Twente study check**

- Every prospective student is entitled to participate in the study check, on the condition that they apply for a Bachelor's programme before 1 May.
- Every prospective student is entitled to a study recommendation based on the study check.
- Participation in the study check may be a compulsory component of the enrolment procedure

and thus constitute a reason to refuse enrolment in the programme, see also Article 2.2.3 of these regulations.

- A study recommendation is not binding. It may be an important indicator of academic success but cannot be reason for a rejection.
- No rights may be derived from the outcome of the study check regarding admissibility to a programme. All admission requirements must be met.



### **Article 2.2.2 Application in Studielink after 1 May**

When a prospective student applies after 1 May, they no longer have the *right* to participate in a matching activity, but the programme may still offer them the option of a study check. If the study check is compulsory, it is also compulsory on application after 1 May. See the tab 'Admission & Enrolment' on the [overview Bachelor's programmes](#).

A prospective student does have the right to participation in a matching activity, even on application after 1 May, in two cases. This exception applies to:

1. Students who have applied for another Bachelor's programme before 1 May.
2. Students who were unable to apply before 1 May due to a negative Student Progress Evaluation from another Bachelor's programme.

### **Article 2.2.3 Compulsory study check**

Whether or not participation in the matching activity is *mandatory* is at each faculty's discretion. At this time, the programmes [Creative Technology](#), [Advanced Technology](#), [Mechanical Engineering](#), [Technical Computer Science](#) and [Biomedical Engineering](#) have a compulsory matching activity.

Students who failed to participate in a *mandatory* study check on time *without valid reasons* may be denied entry to the educational programme. The programme in question will determine if the reason is valid. Valid reasons include:

1. Students who have applied for another Bachelor's programme in higher education before 1 May.
2. Students who were unable to apply before 1 May due to a negative Student Progress Evaluation from another Bachelor's programme.

## **ARTICLE 2.3 STARTING DATES**

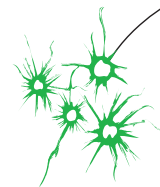
### **Article 2.3.1 Fixed starting dates**

Students cannot start an educational programme at any moment during the year. The University of Twente has fixed starting dates, i.e.:

- 1 September for Bachelor's programmes.
- 1 September and 1 February for Master's programmes.

Prospective students wishing to enrol in a Master's or Pre-Master's in February must first contact the relevant study adviser to find out if it is feasible to join the programme per 1 February. In cases where the relevant degree programme does not commence on 1 February, enrolment on this date is not possible.

These starting dates also apply to students who are already enrolled as extraneous or as students of non-subsidised education and who want to enrol as a Bachelor's or Master's student (not an exchange student).



### **Article 2.3.2 Different starting dates**

#### *1. Enrolling in the Master's during the year*

Students who complete their UT Bachelor's or Pre-Master's degree in the course of the academic year and wish to enrol in a UT Master's will be enrolled in the Master's from the first of the month following the pass date. The student may then take and complete Master's subjects in consultation with the relevant Master's programme. However, a feasible examination programme can only be guaranteed from the next starting date. Students who obtain their UT Bachelor's degree in June or July, are enrolled in the Bachelor until August and are enrolled in the UT Master's from 1 September if they did an application for enrolment in Studielink.

#### *2. Switching during the year*

Students enrolled at the University of Twente from 1 September or 1 February who want to switch educational programme during the academic year, will be enrolled from the first of the month, if admissible and if the study programme agrees. The request may be submitted by completing a form on the [website](#) or at the Student Services desk.

A student may not switch to another degree programme if this is the Bachelor's degree programme in Technical Medicine, Psychology or ATLAS.

#### *3. Enrolling in a second educational programme during the year*

Students enrolled at the University of Twente from 1 September or 1 February who want to enrol in a second educational programme during the academic year, will be enrolled from the first of the month, if admissible and the study programme agrees. The request may be submitted by completing a form on the [website](#) or at the Student Services desk.

A student may not enrol for a second degree programme if this is the Bachelor's degree programme in Technical Medicine, Psychology or ATLAS.

### **Article 2.3.3 Retroactive enrolment is not possible**

Enrolling retroactively for the entire academic year is not legally possible. It is possible to be enrolled during a month from the first of that month, except in October.

### **Article 2.3.4 Exceptions to the above rules**

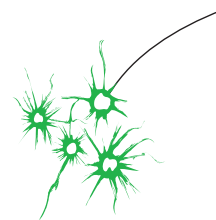
Students may only start at times during the year other than those times and situations described above in the event of special circumstances (e.g. as a result of force majeure) and only with the permission of the Programme Director of the relevant Bachelor's or Master's programme and the permission of the head of the department of Student Affairs & Services (SAS). An application for enrolment that is submitted after 1 September will result in enrolment per the first of the month in which the application is submitted if all other requirements for enrolment have been met and following permission by the Head of the Student Affairs and Services department. These exceptions will be documented.

### **Article 2.3.5 Duration of the enrolment**

Section 7.32(4) of the Act stipulates that enrolment applies to an entire academic year. If enrolment takes place during the course of the academic year, then the enrolment applies to the remainder of the academic year.

## **ARTICLE 2.4 APPLICATION DEADLINES**

Students must be enrolled before a fixed starting date (see preceding Section). To ensure students are enrolled on time, the application must be made on time. These application deadlines may vary per study phase and educational programme.



These can be found on the pages to which the hyperlinks below refer.

- Application deadlines [Bachelor's students](#)
- Application deadlines [Master's students](#)

Applications submitted after these deadlines will not be processed.

## ARTICLE 2.5 TUITION FEES AND PAYMENT

### Article 2.5.1 Statutory rules

Chapter 7, Title 3(2) (Personal contribution Art 7.43-7.50a) of the Act contains the rules relating to the students' individual contribution. The following topics are discussed there: tuition fee obligation, examination fee obligation; statutory tuition fees, institutional tuition fees, payment of tuition fees and exemptions.

### Article 2.5.2 Tuition fees and allowance

The statutory tuition fees are established every year by the Minister of Education, Culture and Science in the regulation [Financiën Hoger Onderwijs](#) (Funding higher education, in Dutch). The rates for the various educational programmes at the University of Twente can be found on the [Overview tuition fees](#) page.

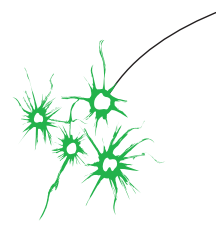
#### 1. Statutory rate

Students who meet all of the following conditions are entitled to the statutory rate:

1. The student is enrolled in a funded educational programme at a university or university of applied sciences in the Netherlands.
2. The student is a national from one of the EEA Countries (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden) or Suriname. The student meets the nationality requirements if they are a family member of an EEA citizen living in the Netherlands or if they have a residence permit entitling them to a Dutch student grant.
3. At the start of the academic year, the student has not yet obtained a similar diploma for a funded educational programme. That means that the student does not have a Bachelor's degree when enrolling in a Bachelor's programme and does not have a Master's degree when enrolling in Master's programme.

Exceptions are made for a number of categories. The student will never pay more than the statutory tuition fees if:

4. The student has already obtained a (Bachelor's or Master's) degree, but is following a degree programme in education or healthcare for the first time and has not previously followed a programme in education or healthcare. See Article 2.5.3.4.
5. The student has already obtained one or more (Bachelor's or Master's) degrees but is following a teacher training programme. If the student is following a teacher training programme, they are always entitled to the institutional rate at the level of the statutory rate. For the University of Twente, these are the following Master's programmes: *Educatie in de Mens- en Maatschappijwetenschappen* (Education in the Humanities and Social Sciences) and *Science Education*.
6. The student has started a second educational programme during the first programme and has followed this educational programme without interruptions, even after obtaining a degree for the first programme. Also see Article 2.5.3.4 of these regulations.



## 2. Allowance per ECTS credit

Students who are enrolled only in the Premaster's programme have to pay per [ECTS credit](#) (Section 7.57i of the Act). For all students this fee is the applicable statutory rate divided by sixty per EC.

## 3. Institutional rate

Students who do not meet the requirements to qualify for the statutory rate will be charged the institutional rate.

### Article 2.5.3 Additional schemes for tuition fees

#### 1. Halving of statutory rate in first year

Expired with effect from academic year 2024-2025.

#### 2. Halving of statutory rate in second year

Students who meet **all** of the following conditions are entitled to a halving of the statutory rate in their second year (12 consecutive months):

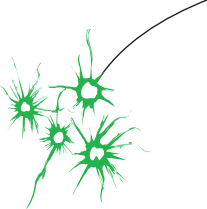
1. Students who meet the conditions for the statutory rate in accordance with Article 2.5.2 of these regulations.
2. Students taking a Bachelor's or Master's teacher training programme.
3. A student who have started a teacher training programme in the study year 2023-2024 at a Dutch higher educational institute
4. In study year 2024-2025 the student will be eligible for a fifty-percent reduction of the tuition fees for the second year.
5. Students taking a teacher training programme are entitled to a fifty-percent reduction of the tuition fees for no more than two years. That means that when a student has followed a Bachelor's teacher training programme and has been awarded a halving of the statutory rate for two years, the student will not be entitled to another two years of tuition fees reduction when following the Master's teacher training programme.

#### 3. Transitional arrangement for increased institutional rates

From the academic year 2023-2024, there will be increased institutional rates for Engineering/ Science Bachelor's and Non-Engineering/ Alfa-Gamma Master's. The UT wants to prevent students who started a Bachelor's or Master's programme prior to 2023-2024 from having to deal with unexpected extra costs. For that reason, a transitional arrangement was set up. In the transitional arrangement, the students in question will pay the former rate including the regular annual increase of €125 (Bachelor's) or €250 (Master's) instead of the increased rate. Students are entitled to the transitional arrangement if they have started an Engineering/ Beta Bachelor's or Non-Engineering/ Alfa-Gamma Master's in study year 2022-2023 or earlier. The transitional arrangement applies until the academic year 2026-2027.

A student is **not** entitled to the transitional rate if:

1. The student has started in academic year 2022-2023 or earlier with an Engineering/ Beta Bachelor's or Non-Engineering/ Alfa-Gamma Master's and switches to another Bachelor's or Master's programme during or after study year 2024-2025. For the newly chosen programme, the renewed rate will apply.
2. The student has started in academic year 2022-2023 or earlier with an Engineering/ Beta Bachelor's or Non-Engineering/ Alfa-Gamma Master's, (temporarily) is de-enrolled for this programme and returns during or after study year 2024-2025. For the (newly) chosen programme, the renewed rate will apply.
3. The student has been admitted for academic year 2022-2023 for an Engineering/ Science Bachelor's or Non-Engineering/ Alfa-Gamma Master's, but decides to start the programme in 2024-2025.

- 
4. Students who started the foundation year at Twente Pathway College in academic year 2022-2023 and enroll in an Engineering/ Science bachelor's in academic year 2024-2025.
  5. Students who start a Premaster's programme in academic year 2022-2023 or earlier and enroll in a Non-Engineering/ Alfa-Gamma Master's in academic year 2024-2025.

#### *4. Tuition fees for a second Bachelor's or second Master's*

Students who are going to follow a second Bachelor's or Master's programme without interruption, who started during their first Bachelor's or Master's programme, have to pay the statutory tuition fees (if the other requirements for statutory tuition fees have been met). They may, after completing their first degree programme, complete their second degree programme at the statutory rate.

If a student has already completed a funded educational programme at a Dutch institute (Bachelor's or Master's), they must pay the institutional tuition fees for the second Bachelor's or Master's programme, regardless of whether the statutory or institutional tuition fees were paid for the first Bachelor's or Master's. The following exceptions apply:

1. All educational programmes in the field of education or healthcare. These educational programmes may be followed at the statutory rate as a second Bachelor's or Master's programme if the first educational programme was not in the field of education or healthcare and if all the requirements for the statutory rate have been met. This also applies if the second educational programme was started after the first had been completed. The University of Twente makes an exception for the following educational programmes:
  - a. 56553 BSc Health Sciences
  - b. 50033 BSc Clinical Technology (Technical Medicine)
  - c. 68509 MSc Teacher Human and Social sciences
  - d. 68404 MSc Science Education
  - e. 60033 MSc Technical Medicine
  - f. 66851 MSc Health Sciences
2. University of Twente students who qualified for the statutory rate during their first Master's programme will pay an institutional rate to the amount of the statutory rate for their second Master's programme. The following conditions apply for taking a second Master's programme at the University of Twente at an institutional rate amounting to the statutory rate:
  - a. The scheme only applies to second Master's programmes.
  - b. The scheme only applies to students who have completed their first Master's programme less than three years earlier.
  - c. The scheme applies to consecutive study in funded education, i.e. consecutively or with an interruption but not in parallel.
  - d. The scheme only applies to students who qualified for the statutory rate for their first Master's.
  - e. The scheme only applies to students who have followed and completed their first Master's at the University of Twente.
  - f. An exception on this rule is the teacher training, in accordance with Article 2.5.3.5. of these regulations.

#### *5. Teacher training against institutional tuition fee in amount of statutory fee*

With effect from the 2019-2020 academic year, every teacher training programme within the University of Twente will grant an institutional rate that is equal to the statutory rate, regardless of the number of degrees previously obtained. One precondition for this is that the student meets the requirements for the statutory rate. See Articles 2.5.2.1.1 and 2.5.2.1.2 of these regulations.

## 6. Tuition fees for joint and double degrees with an international partner institution

The University of Twente has partnerships with international institutions that lead to joint or double or multiple degrees. To prevent students who are participating in a joint, double or multiple degree from paying tuition fees to multiple institutions simultaneously, the Executive Board of the University of Twente may grant a full exemption from tuition fees during the months that the student is paying tuition fees at a partner university. This also applies in the event that no tuition fees are being paid to the partner university. Students who pay either institutional tuition fees or statutory tuition fees are eligible for this provision.

### Article 2.5.4 Tuition fee offset or exemption

If the following conditions have been met, tuition fees may be offset or exempt.

1. If the student is enrolled at another institution of higher education and has paid the statutory rate there, the University of Twente will accept a BBC. When enrolling in the ATLAS Bachelor's programme, the student has to pay any difference in tuition fees.
2. If the student is enrolled at another institution of higher education and has paid the institutional rate there, the student cannot be enrolled at University of Twente with a BBC. The student at the University of Twente must then pay tuition fees again for the enrolment in question. Other agreements made in that context between the institutes are observed.
3. Students who have to pay the institutional rate and who enrol in a joint degree – with the University of Twente providing a joint educational programme with one or more other Dutch institutes of higher education – may be enrolled with a BBC if the student was first enrolled at one of the other institutes.
4. If the student is enrolled in a Premaster's at another institute of higher education and has paid the compensation per ECTS credit there, proof of the compensation paid will not be accepted as a BBC on enrolment in a Bachelor's or Master's programme.
5. If the student is enrolled in a Master's at another institution of higher education and has paid the statutory rate, a BBC will be accepted on enrolment in a Premaster's programme.

### Article 2.5.5 Payment options tuition fees

Tuition fees can be paid in a number of ways. See the [Overview tuition fees](#) page. Dutch legislation stipulates that non-EEA students must pay tuition fees in one instalment, in advance. Non-EEA students can pay in instalments in their second year. To find out more, please see the [Entry Visa](#) page. Students pay the allowance per ECTS credit for the entire Premaster's in advance.

#### 1. Payment per authorisation

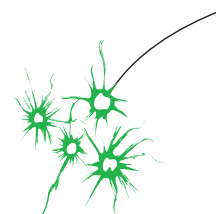
The rules for authorisation can be found on the page: [Conditions payment by authorisation](#). It is possible to pay in one instalment or in five instalments.

#### 2. Single payment

The student can transfer the full amount of the tuition fees to the University of Twente's bank account in a single payment.

#### 3. Proof of payment of tuition fees (BBC)

Under certain conditions, a student who is enrolled at another institution of higher education in the Netherlands and is paying the statutory rate may, upon providing proof of payment of tuitions fees from that institution, be exempt from paying tuition fees at the University of Twente.



## ARTICLE 2.6 PROOF OF ENROLMENT AND STUDENT IDENTITY CARD

If the enrolment of a student is complete, the student will receive proof of enrolment and a student identity card.

- The proof of enrolment as issued by the institutional administration states the surname and first initials of the student, date of birth, student number, the period of enrolment, the programme and the type of enrolment and is valid for the relevant academic year.
- The student identity card as issued by the institutional administration states the surname and first initials of the student, a passport photo, student number, the library code and is valid until de-enrolment.
- Students may request a duplicate of their student ID card. The student must then pay a fee of €10.

Rules for obtaining and using these documents can be found on the page [Student card and account](#).

## ARTICLE 2.7 RENEWAL OF ENROLMENT

### Article 2.7.1 Timely request for re-enrolment

Enrolment is valid for one academic year. Students who do not enrol for the following academic year will have their enrolment automatically terminated. To prevent automatic termination, students (Bachelor's, Premaster's or Master's) must submit a timely request for enrolment:

- before September if they wish to start per 1 September (Bachelor's, Premaster's or Master's)
- before February if they wish to start per 1 February (Premaster's or Master's)

Students must also meet their payment obligations on time each year. See Article 2.5 of these regulations.

### Article 2.7.2 Changed or unchanged re-enrolment

The difference between a changed and an unchanged renewal of enrolment is specified on the page [Enrolment at UT](#). The procedure to be followed can also be found there.

### Article 2.7.3 Exceptions to re-enrolment for Premaster's programme

Once a student's enrolment for a Premaster's programme has been terminated, it is not possible to re-enrol for the same Premaster's.

## ARTICLE 2.8 TERMINATION OF ENROLMENT

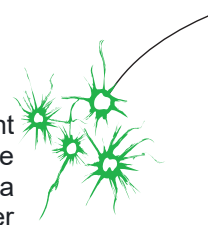
The procedure to terminate enrolment can be found in Section 7.42 of the Act.

### Article 2.8.1 General rules for termination of enrolment

If an enrolment is not terminated prematurely either by the student or the university, the enrolment will automatically terminate on 31 August of the current academic year.

A student's enrolment may be terminated at their own request. The following rules apply:

1. Students may submit a request for de-enrolment. The enrolment will be terminated on the first day of the month following the one in which the request was submitted. This also applies to students who complete their programme during the academic year – the enrolment may only be terminated at their own request.
2. The request for de-enrolment and refund of tuition fees must be submitted through Studielink

- 
3. The request to terminate will not be granted before checks have been made a. that a student to whom the University of Twente has granted a BBC, has also terminated enrolment at the other institution of higher education for which the Proof of Tuition Fees Paid was used for a second enrolment, b. “deregistration decision for issued BBC” has been sent to the other higher educational institution where the BBC was used for the second registration, or c. if the exchange of BBCs between higher educational institutions within Studielink has been arranged, the BBC receiving institution has been informed of the deregistration at the institution where the BBC was issued.

More information on the de-enrolment procedure can be found on the page [De-enrolment](#).

### **Article 2.8.2 Terminating enrolment due to illness or special circumstances**

Students may submit a request for de-enrolment for the relevant academic year due to illness or special family circumstances. The enrolment will be terminated on the first day of the month following the month in which the student could not participate in educational activities. The request for de-enrolment due to illness or special circumstances must be substantiated by a statement from a doctor or a student counsellor.

### **Article 2.8.3 Termination of enrolment by the institute**

The institute may terminate the enrolment in the following cases:

1. At the request of the institutional administration if, despite due notice, the student has failed to pay their statutory tuition fees, institutional tuition fees, examination fees or compensation per ECTS credits. Termination of enrolment may take effect from the second month following the notice (Section 7.42(2) of the Act).
2. At the request of the institutional administration if the student has demonstrated that they are unfit for a future career in the relevant field due to their conduct or statements (Section 7.42a of the Act). Enrolment will be terminated from the first of the month following the request from the institutional administration.
3. At the request of the examination board by the institutional administration if the student is guilty of a serious cheating infraction (Section 7.12b(2) of the Act). In the case of cheating, enrolment may be terminated for a maximum of one year. If the cheating infraction is serious, then enrolment may be terminated permanently. Enrolment will be terminated from the first of the month following the request of the examination board.
4. At the request of the institutional administration if the student does not abide by the University of Twente house rules and disciplinary measures (Section 7.57h of the Act). Enrolment will be terminated from the first of the month following the request from the institutional administration.
5. At the request of the institutional administration if the student is given a negative Student Progress Evaluation during the academic year. Enrolment will be terminated from the first of the month following the month in which the negative Student Progress Evaluation was established.
6. At the request of the institutional administration in the event of the student’s death. Enrolment will be terminated from the first of the month following the month of death.
7. At the request of the institutional administration if the student exceeds the maximum enrolment term for the Premaster’s programme during the academic year. The maximum enrolment term for the Premaster’s programme must be included in the EER of the corresponding Bachelor’s programme. Enrolment will be terminated from the month following the month in which it was established that the term had been exceeded.

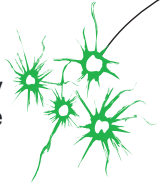
## **ARTICLE 2.9 REFUNDING TUITION FEES**

The procedure to refund tuition fees can be found in Section 7.48 of the Act.

### **Article 2.9.1 General rules for refunds**

If enrolment is terminated in accordance with Article 2.8.1, Article 2.8.2 and Article 2.8.3 to item 6 of these regulations, the student is entitled to a refund of one-twelfth part of the applicable annual tuition

fee for each month remaining until the end of the academic year. If enrolment is terminated in July or August, then the student in question will not be entitled to termination of payment of the instalments or to a refund of the tuition fees paid for those months.



More information on the refund of tuition fees procedure can be found on the page [Refund of tuition fee on de-enrolment](#).

### **Article 2.9.3 No refund in the case of Premaster's and extraneus**

1. Students who are enrolled in a Premaster's programme pay an allowance per ECTS credit and are not entitled to a refund.
2. Terminating an enrolment as an extraneus during an academic year does not entitle the student to a refund.

## **ARTICLE 3 ENROLMENTS IN NON-SUBSIDISED EDUCATIONAL PROGRAMMES**

### **ARTICLE 3.1 INTRODUCTION**

Students of non-subsidised education are those who are enrolled at the University of Twente as participants in one of the educational programmes provided by the University of Twente, but who are not enrolled as a student or extraneus at the University of Twente on the basis of Section 7:32(1) of the Act. Students of non-subsidised education are either enrolled for a number of courses or enrolled in a non-subsidised educational programme.

Enrolment of these groups in the central student information system Osiris is recommended because these groups use the university's facilities, requiring central enrolment.

### **ARTICLE 3.2 ENROLMENT OF COURSE PARTICIPANTS**

A course participant is a person not enrolled at another Dutch institute of higher education who wishes to follow subjects or a post-initial educational programme at the University of Twente. The course participant reports to the relevant educational programme. The educational programme determines the amount of the course or tuition fees.

The course participants' category consists of registrations in the following educational programmes:

- The [Honours Programme](#) of the pre-university college intended for pre-university education (VWO) schoolchildren.
- The three-part course [Process Engineering](#) intended for professionals with a degree from a university of applied sciences and offered by the Faculty of Science and Technology.
- The [Teacher training course for transfer students](#) offered by ELAN.
- The [professional doctorate \(EngD\) programme](#) offered through the Engineering Technology faculty.
- [Nedap University's](#) programming course aimed at professionals whose enrolment runs via the Professional Learning and Development unit of the Behavioural, Management and Social Sciences faculty.
- Student [registration](#) to follow individual courses as a student at a study programme at the UT.
- To follow [master's courses](#) as a 4-TU EngD'er and PhD student at the UT.
- The Faculty of Geo-Information Science and Earth Observation (ITC) offers a wide range of courses and educational programmes. The enrolment rules that apply to these courses and programmes are included in the Admission and enrolment regulations for post-initial education at the Faculty of ITC 2022-2023 .

## ARTICLE 3.3 ENROLMENT AS BIJVAKKER (SUBSIDIARY STUDENT)

A subsidiary student is a student who, based on an enrolment at a university of applied sciences or university, has the possibility to take subjects (and sit exams) at an institute other than the one for which they have paid tuition fees. The Bachelor's or Master's subjects in which they are participating are part of subsidised educational programmes.

Subsidiary students must include the following in their enrolment request:

1. A statement from the relevant educational programme agreeing to enrolment as a subsidiary student;
2. A valid ID;
3. Proof that tuition fees have been paid to the student's primary institution for the relevant academic year.

For more information about enrolment as a subsidiary student, please see the [page Enrolment – For other students](#).

Enrolment in a subsidiary subject for a programme at the University of Twente may be refused based on capacity restraints and/or any knowledge gaps that the student may have. Requests may be submitted throughout the year except by students who wish to take a progress minor. They must enrol through [www.kiesopmaat.nl](http://www.kiesopmaat.nl) and observe the deadlines referred to there. If the programme agrees, the student is enrolled from the first of the month. Both students who pay the statutory rate to the first institute and students who pay the institutional rate may be enrolled as subsidiary students.

## ARTICLE 3.4 ENROLMENT 4TU MASTER PROGRAMMES

4TU students are students from Delft University of Technology, Eindhoven University of Technology, Wageningen University and University of Twente, participating in one of the six joint Master's programmes. The student will be enrolled as a Master's student at one of the institutes and as a subsidiary subject student at the other institutes. A digest of the 4TU Master's programmes is available on the website [4TU Federation](#). It also contains a description of the enrolment procedure per programme.

## ARTICLE. 3.5 ENROLMENT 4TU PhD and EngD

PhDs and EngD students who follow a PhD or EngD at TU Delft, TU Eindhoven, Wageningen University or the University of Twente may regularly take Master courses at the other 4TU institutions without paying course fee. After permission from both the "sending" institution and the "receiving" institution, the student is registered as a student.

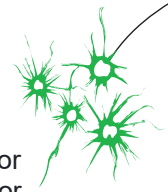
## ARTICLE 3.6 ENROLMENT OF INCOMING EXCHANGE STUDENTS

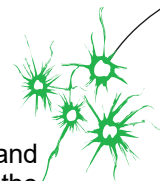
Incoming Exchange students are enrolled at a foreign institute with which the University of Twente has an exchange agreement and who take a number of subjects, complete an internship or a final thesis project at the University of Twente. Incoming Exchange students do not have to pay tuition or course fees to the University of Twente. For more information about this programme and enrolment, please see the page on [Incoming Exchange Students](#).

## ARTICLE 3.7 ENROLMENT OF POST-INITIAL ACCREDITED MASTER'S

### 3.7.1 Master's Geo-information Science and Earth Observation

The Master's programme Geo-Information Science and Earth Observation is offered by the Faculty of Geo-Information Science and Earth Observation (ITC). The enrolment rules that apply to this programme are included in the [Admission & Enrolment regulations for post-initial education ITC](#), for non-funded education.





### **3.7.2 Master's Cartography**

The Master's programme Cartography is offered by the Faculty of Geo-Information Science and Earth Observation (ITC). The enrolment rules that apply to this programme are included in the [Admission & Enrolment regulations for post-initial education ITC](#), for non-funded education.

### **3.7.2 Risk Management Master's Programme**

The Master's in Risk Management is offered by the unit Professional Learning and Development of the Behavioural, Management and Social Sciences faculty. Information on the enrolment procedure can be found on the website [Risk Management](#).

### **3.7.3 Master Public Management**

The Master Public Management is offered through the Professional Learning and Development unit of the BMS faculty and is aimed at professionals. Information about the registration procedure is described on the Public Management website.

## **ARTICLE 3.8 OTHER RULES FOR NON-FORMAL ENROLMENTS**

### **De-enrolment, termination of enrolment, proof of registration and student identity card**

1. Students may de-enrol throughout the year. They can indicate if they require a refund of any Proof of Tuition Fees Paid.
2. A registration automatically ends on 31 August unless it is terminated prematurely.
3. The student identity card as issued by the institutional administration states the surname and first initials of the student, a passport photo, student number and the library code, and is valid until de-enrolment.
4. Students may request a duplicate of their student ID card. The student must then pay a fee of €10.
5. Exchange students receive a proof of registration. The proof of registration states the surname and first initials of the student, date of birth, student number, the period of registration, the programme and the type of enrolment, and is valid for the relevant academic year.

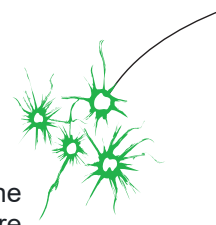
## **ARTICLE 4 COMPENSATION, HARDSHIP CLAUSE, OBJECTION PROCEDURE AND CITATION**

### **ARTICLE 4.1 COMPENSATION**

Anyone making use of educational or examination facilities without being enrolled as a student must pay compensation due to wrongful use of these facilities. Compensation amounts to 10% of the tuition fee for each month that the person in question was not enrolled. The number of months for which compensation is payable is equal to the period starting with the month in which wrongful use was made of facilities until the month in which the individual in question is properly enrolled at the university.

### **ARTICLE 4.2 HARDSHIP CLAUSE**

The institutional administration may, at its discretion and under very special circumstances, deviate from this enrolment regulation if a decision in accordance with the provisions of these regulations would result in a patently unfair situation.



### **ARTICLE 4.3 COMPLAINT, OBJECTIONS AND APPEALS**

If students or prospective students disagree with the decisions based on the enrolment regulation, the first basic principle is to see whether the student(s) involved and the Student Affairs and Services are first able to resolve matters between them. Only when that proves impossible, may students submit a formal objection.

For information about the complaints procedure, see the [Complaint, Objection, Appeal webpage](#).

### **ARTICLE 4.4 CITATION**

These regulations may be cited as the “Enrolment Regulations University of Twente”.

