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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 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 3.6 ENROLMENT OF POST-INITIAL ACCREDITED MASTER'S**

##### **3.6.1 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.

##### **3.6.2 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.

##### **3.6.3 Master's Geographical Information Management and Applications**

The Master's programme Geographical Information Management and Applications 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. This is a Joint Degree with University of Utrecht, TU-Delft and Wageningen University and Research.

##### **3.6.4 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](#).

### **3.6.5 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 3.7 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".