

Art. 2.1.10 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

Article 2.2.1 Registration Studielink

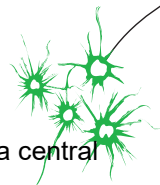
1. If you request enrolment via Studielink by 1 May at the latest, you will be entitled to matching in the following situations:
 - a) the application relates to a programme for which there is no (decentralised) selection procedure;
 - b) the applicant is a prospective student who is applying for the first time for the propaedeutic phase of a bachelor's programme or a student who wants to transfer to another programme within the UT and applies for the propaedeutic phase of this other programme.
2. The following programmes with mandatory matching will also offer the study check if the student has submitted a request for enrolment in Studielink no later than the deadlines mentioned below.
 - a. The Bachelor's programme in Advanced Technology:
 - i. 1 May: students with a non-EEA nationality;
 - ii. 1 July: students with an EEA and Dutch nationality;
 - b. The Bachelor's programme in Biomedical Engineering:
 - i. 1 May: students with a non-EEA nationality;
 - ii. 1 July: students with an EEA nationality;
 - iii. 1 August: students with Dutch nationality;
 - c. The Bachelor's programme in Creative Technology (VU and UT branches):
 - i. 1 May: students with a non-EEA nationality;
 - ii. 1 July: students with an EEA nationality;
 - iii. 1 August: students with Dutch nationality;

Article 2.2.2 Matching at the UT

1. The (prospective) student who has applied on time, in accordance with Article 2.2.1 (1) and (2) of these regulations, for one or more study programmes, has the right to participate in matching activities of the relevant programme(s). If the prospective student applies for the propaedeutic phase of a Bachelor's programme after 1 May, the study programme will determine whether the student will be offered matching.
2. Participation in the matching is mandatory for the following study programmes:
 - a. The Bachelor's programme in Advanced Technology;
 - b. The Bachelor's programme in Biomedical Engineering;
 - c. The bachelor's programme in Creative Technology, for the VU and UT branches;
 - d. The Bachelor's programme in Mechanical Engineering, for the VU and UT branches;
 - e. The Bachelor's programme in Technical Computer Science
3. Enrolment for the programmes referred to in paragraph 2 of this article is only possible if the programme has recorded a matching advice in the student information system Osiris. This advice is issued when the (prospective) student has fully participated in (all parts of) the matching activities of the study programme and adheres to the deadlines and obligations in the process.
4. If the (prospective) student has not participated in the compulsory matching activities without a valid reason, enrolment in the study programme may be refused. A student will be registered as 'not participated' in such occasions. Enrolment is only possible in the cases listed in Article 2.2.4.

Article 2.2.3 Content and dates of matching activities

1. Every (prospective) student who is eligible to participate in the matching activities will be notified within two weeks about the start of the study check after (conditional) admission.
2. If a study programme has not made matching mandatory, at least a questionnaire will be offered to the (prospective) student. The student will receive at least one reminder to complete the questionnaire.
3. If participation in matching is mandatory, at least two matching activities will be organised and offered to the (prospective) student. Information about the period in which the matching activities take place will be communicated to the (prospective) student as soon as reasonably possible



- after the student is found (conditionally) admissible.
- Information about the period in which the matching activities take place can be found on a central page about matching, where the programme-specific information can also be found. This information will be announced by the study programme in advance via the website: www.utwente.nl/matching.
 - If the (prospective) student has completed the entire matching process, he or she will receive a matching advice by email within two weeks after completing the last study choice activity. The matching advice to be received is based on the completed questionnaire and (if applicable) participation in programme-specific matching activities and can be a 'positive advice', 'positive with points for attention' or a 'reconsideration advice'.
 - A matching advice is not binding: it is an important indicator of study success, but cannot be a reason for rejection. No rights can be derived from the outcome of the matching with regard to admissibility to a study programme. All admission requirements must be met.

Article 2.2.4 Request to deviate from a matching activity

- A student who is unable to participate in the matching activities due to personal circumstances can submit a substantiated request to the relevant study programme to determine his suitability for the programme in a different way.
- As soon as reasonably possible, but no later than the last working day before the start of the programme-specific matching activity, it must be made known that the student is unable to participate fully in the matching activity or wants to participate online in the event of personal circumstances.
- Grounds for exception that apply at least are: illness, pregnancy or childbirth, special family circumstances, top-level sport or 'top-class culture', educational obligations or other circumstances as a result of which the prospective student could not reasonably participate in the opinion of the study programme.
- In the event that bridging the distance between the student's place of residence or residence and the place where the study choice activities take place leads to major objections, the study programme will make such arrangements that the student can participate in a form of matching activity(ies) without the need for the student's physical presence at the institution. To this end, physical presence is at least desirable for study choice activity(ies) if the (prospective) student has a place of residence or resides within a radius of 200 kilometres from where the matching activities take place.
- At the student's request, an online option is also offered in case of recognized personal circumstances as included in this article.
- In cases not provided for in the regulations or where strict application of the regulations would lead to serious unfairness, the programme director decides whether the prospective student will be offered an alternative matching activity or will be exempted from participation completely.

Article 2.2.5 Objection to refusal of enrolment

- If the prospective student is refused enrolment because he does not (fully) participate in the compulsory matching procedure, he can in the first instance contact the head of SAS. The latter will then assess whether the regulation has been implemented correctly.
- If no satisfactory outcome is reached for the prospective student, he or she can lodge an objection with the Complaints Desk within 6 weeks of the date of the decision. The objection must be substantiated and a copy of the decision must be sent as an attachment. The objection procedure is described on the webpage of the Complaints Desk.

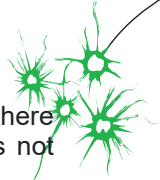
ARTICLE 2.3 STARTING DATES

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

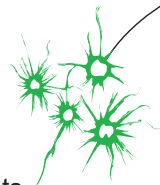
Enrolling retroactively for the entire academic year is not legally possible. It is possible to be enrolled during a month from the first of that month, except in October.

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.

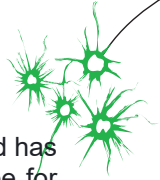
1. Statutory rate

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, this is the 'Master Educatie in de Bètawetenschappen'.

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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 or 'educatieve module' 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 and second year

As of academic year 2025-2026, this scheme will be abolished in its entirety and students will no longer be entitled to a second year of halving the statutory tuition fee. Entitlement to a first-year halving of statutory tuition fees had already expired as of the academic year of 2024-2025.

2. Transitional arrangement for increased institutional rates

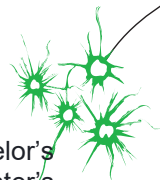
From the academic year 2023-2024, there will be increased institutional rates for Engineering/ Science Bachelor's and Non-Engineering/ Alfa-Gamma Master's. The UT wants to prevent students who started a Bachelor's or Master's programme prior to 2023-2024 from having to deal with unexpected extra costs. 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 2025-2026. 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 2025-2026. 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 2025-2026.
4. Students who started the foundation year at Twente Pathway College in academic year 2022-2023 and enrol in an Engineering/ Science bachelor's in academic year 2025-2026.
5. Students who start a Premaster's programme in academic year 2022-2023 or earlier and enrol in a Non-Engineering/ Alfa-Gamma Master's in academic year 2025-2026.

3. 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. 68404 MSc Science Education
 - d. 60033 MSc Technical Medicine
 - e. 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.

4. 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.

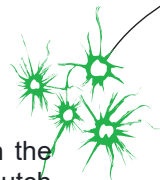
5. Tuition fees for joint and double degrees with an international partner institution

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.

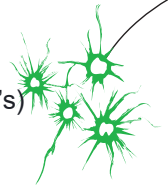
Rules for obtaining and using these documents can be found on the page [Student card and account](#).

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 the student has been deregistered for a pre-master's programme, it is only possible to re-enrol for the same pre-master's programme if the deregistration was the result of recognised personal circumstances, supported by a statement from a student counsellor, and/or after approval of the study programme in question. The study programme must at all times re-determine the number of ECTS (remaining) of the pre-master's programme on the basis of which a fee due is calculated.

Certain pre-master's programmes are subject to progress requirements or restrictions on the duration in which the programme must be completed. These restrictions are laid down in the Education and Examination Regulations of the study programmes. Re-enrolment within the meaning of this article (art. 2.7.3) can only take place if the aforementioned conditions are met.

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.

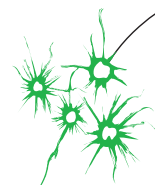
A student's enrolment may be terminated at their own request. The following rules apply:

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 Pre-master's programme during the academic year. The maximum enrolment term for the Pre-master'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.

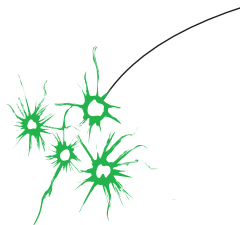
Article 2.9.1 General rules for refunds

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 Refund in the case of Pre-master's

1. In the event of de-enrolment, interruption or failure to obtain the number of ECTS of the pre-Master's programme during the academic year, no refund will be granted, with the exception of the situations referred to in paragraph 2.
2. Refunds can only be granted in the following situations:
 - a. If the pre-master's student has submitted a request for de-enrolment via Studielink within the first three months of enrolment for the pre-master's programme;
 - b. If there are recognised personal circumstances by means of a supporting statement from a student counsellor, as a result of which the pre-master's programme can no longer be followed;

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3. De-enrolment as referred to in the second paragraph shall take effect on the first day of the month following the month in which the request for termination is made;
 4. Upon de-enrolment as referred to in the second paragraph, the pre-master's student only owes a fee for the months in which he is enrolled, calculated on the basis of the total amount for a 60 EC pre-master's programme.

Article 2.9.4 No refund in the case of extraneus

1. 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.

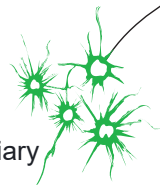
The course participants' category consists of registrations in the following educational programmes:

- 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.
- 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.

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 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".