

# **Maastricht University Enrolment Provisions 2021/22**

*The Maastricht University Enrolment Provisions 2021/22 is a translation of the Inschrijvingsbesluit Universiteit Maastricht 2021-2022. This translation has no legal force.*

The Enrolment Provisions formulated by Maastricht University (UM) are based on Articles 7.8b and 7.23b to 7.57 of the Higher Education and Scientific Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*, WHW) and contain the provisions applicable for the enrolment procedure for the academic year 2021/22. These Enrolment Provisions apply to:

- the bachelor's and initial master's programmes at UM
- the master's programmes offered by the 'transnationale Universiteit Limburg' (tUL) and delivered at UM
- the pre-master's programmes at UM, participants of which are enrolled as bachelor's students at UM
- the professional master's programmes at UM as referred to under Article 7.3b of the WHW and which are included in the CROHO (NVAO accredited)
- the joint bachelor's and initial master's programmes offered together with other institutes for higher education in the Netherlands and abroad as referred to in Article 7.3c of the WHW, which lead to a UM certificate or a joint certificate.

These provisions do not apply to individuals who are enrolled at UM as part of a foundation programme or a study programme offered by the Centre for European Studies (CES). These provisions only apply to those UM professional master's programmes that are included in the CROHO and are subject to the WHW.<sup>1</sup>

The Enrolment Provisions have been prepared subject to the applicable provisions on:

- a. prior education requirements for bachelor's programmes: Articles 7.23b to 7.30 of the WHW
- b. admission requirements for master's programmes: Articles 7.30a to 7.30e of the WHW
- c. enrolment and activities & advice related to the student's choice of study programme: Articles 7.31 to 7.31e of the WHW
- d. the enrolment procedure and conditions: Articles 7.32, 7.33 and 7.37 of the WHW
- e. enrolment rights: Articles 7.34 and 7.36 of the WHW
- f. tuition fees, examination fees and study fees: Articles 7.43 to 7.46 and Article 7.57i of the WHW
- g. the reduction of, exemption from and repayment of statutory tuition fees: Articles 7.47a and 7.48 of the WHW
- h. termination of enrolment: Articles 7.42 and 7.42a of the WHW
- i. payment of tuition fees: Article 7.47 of the WHW
- j. compensation: Article 15.2 of the WHW
- k. lawful residence: Article 8 of the Aliens Act (*Vreemdelingenwet 2000*)
- l. Code of Conduct for International Students in Dutch Higher Education, revised 1 September 2017).

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<sup>1</sup> NB. The WHW is not fully applicable to professional master's programmes.

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## **Chapter I    General provisions for enrolment, study programmes and admission**

### **Article 1    Definitions**

The following definitions shall apply in these provisions:

- a. Bachelor's programme: a programme as referred to in Articles 7.3 and 7.3a paragraph 1a of the WHW
- b. BBC: proof of payment of statutory tuition fees (*bewijs betaald collegegeld*)
- c. BRON HO: the national register of higher education programmes (*Basis Register Onderwijs Hoger Onderwijs*)
- d. BRP: the Municipal Personal Records Database (*Basisregistratie Personen*)
- e. Executive Board: the UM Executive Board
- f. Tuition fees: statutory tuition fees or institutional tuition fees as referred to in Articles 7.43, 7.45, 7.45a and 7.46 of the WHW
- g. CROHO: the central register for higher education programmes
- h. CSP: the Complaints Service Point, i.e. the central UM office where students can file complaints, objections and appeals, or a request on the grounds of these provisions
- i. DUO: the education agency of the Dutch government
- j. ECTS: study load expressed according to the European Credit Transfer and Accumulation System, where one credit equals 28 hours of study
- k. Examination fees: examination fees as referred to in Article 7.44 of the WHW
- l. Incoming exchange student: a student following a study programme at a university abroad who is temporarily enrolled at UM for the purpose of taking courses here
- m. External student: an individual whose enrolment in a bachelor's or initial master's programme pursuant to Article 7.36 of the WHW entitles them to sit the exams of that study programme but not to participate in courses offered by UM or to gain access to student facilities other than the library
- n. EU/EEA countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden
- o. Joint programme: a study programme as referred to in Article 7.3c of the WHW and developed in collaboration with one or more institutes for higher education in the Netherlands or abroad, the successful completion of which, depending on the agreements made, entitles the participant to one joint or two or more separate certificates, depending on the number of institutes for higher education involved
- p. IND: the Dutch Immigration and Naturalisation Service
- q. 'Initial' master's programme: master's programmes as referred to in Article 7.3a paragraph 1b of the WHW
- r. EER: the education and examination regulations referred to in Article 7.13 of the WHW
- s. Non-degree-seeking student: a student who enters into an agreement with UM under private law to participate in education, and who may participate only in those educational activities for which he/she is admissible on the grounds of the contract, and who pays a fee for this education set by the board of the faculty with which the contract is entered into
- t. Study fee: the fee for a bridging programme (pre-master's) as referred to in Article 7.57i paragraphs 2 and 3 of the WHW or for a professional master's programme as referred to in Article 7.3b of the WHW
- u. Programme: a study programme as referred to in Articles 7.3, 7.3a, 7.3b and 7.57i of the WHW
- v. Personal identification number: the citizen service number or personal education number in the sense of Article 7.31e paragraph 3 of the WHW

- w. Master's programme for professionals (*postinititële masteropleiding*): accredited (included in the CROHO) but non-government-funded master's programme as referred to in Article 7.3b, under a, of the WHW and delivered by UM
  - x. Pre-master's: bridging programmes offered by UM as referred to in Article 7.57i of the WHW to prepare graduates of a bachelor's programme at a (foreign) research university or university of applied science for a related master's programme at UM
  - y. SEPA: the Single Euro Payments Area
  - z. SSC: the Student Services Centre
  - aa. Student: an individual who enrolls at UM in a full- or part-time bachelor's or initial master's programme, a pre-master's programme, a joint programme, a master's programme for professionals, a subsidiary course or an exchange programme
  - bb. Academic year: the period from 1 September in one calendar year up to and including 31 August in the next calendar year
  - cc. Matching procedure (*studiekeuzecheck*, SKC): activities organised by UM to ensure students choose an appropriate bachelor's programme, in accordance with Article 7.31b of the WHW
  - dd. Studielink: the joint application and enrolment portal for all Dutch research universities and universities of applied sciences ([www.studielink.nl](http://www.studielink.nl))
  - ee. tUL: the 'transnationale Universiteit Limburg', a partnership between Hasselt University (UHasselt) and Maastricht University (UM) which clusters education and research expertise
  - ff. UAF: the Foundation for Refugee Students (*Stichting voor Vluchteling-Studenten UAF [Universitair Asiel Fonds]*)
  - gg. UM: Maastricht University
  - hh. WHW: the Higher Education and Scientific Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*)
  - ii. WSF: the Student Finance Act (*Wet Studiefinanciering 2000*).
- The other terms have the meaning attributed to them by legislation.

## **Article 2      Enrolment requirement and eligibility to enrol**

1. Any individual who wishes to be able to make use of education facilities, examination facilities, or facilities of another nature in relation to education at UM shall arrange to be (re-)enrolled by the Executive Board in a study programme every academic year.
2. Pursuant to Article 7.32 paragraph 5 of the WHW, enrolment in UM programmes is only open to those whose parents, guardians or carers demonstrate, or those who (if of legal age and legally competent) can demonstrate themselves, that he/she:
  - a. is a Dutch national or is treated as such pursuant to a legal provision;
  - b. is a foreign national and is younger than 18 on the first day of the programme for which enrolment is desired for the first time;
  - c. is a foreign national, is 18 years or older on the first day of the programme for which enrolment is desired for the first time and has lawful residence on the date in question in the sense of Article 8 of the Aliens Act 2000;
  - d. is a foreign national and is residing outside the Netherlands on the first day of the programme for which enrolment is desired for the first time; or
  - e. is a foreign national, no longer meets one of the conditions indicated under b, c or d, but was previously enrolled in a programme at an institution in accordance with b, c or d above, in which the individual is still enrolled and has not yet completed.
3. Enrolment at UM may be effected for a full-time or part-time bachelor's or master's programme or master's programme for professionals, provided the programme is included as such in the CROHO. Enrolment at UM may also be effected for a pre-master's, subsidiary or exchange programme.
4. Enrolment as an external student shall only be possible for a bachelor's or initial master's programme, and then only where the Executive Board is of the opinion

that this does not go against the nature or interests of the education of the programme.

### **Article 3 Refusal of enrolment**

1. Individuals who previously received negative Binding Study Advice in accordance with Article 7.8b WHW may not enrol in that programme nor other bachelor's programmes that share the same first phase of 60 ECTS as long as the term stated in the EER of the programme has not yet passed since the negative binding study advice was issued and any appeal by the student on the grounds of excessive severity has been rejected by the relevant Faculty Board.
2. Enrolment shall be refused to those individuals whose enrolment at UM was previously terminated on the grounds of serious fraud, in accordance with Article 7.12b, paragraph 2, second sentence WHW.
3. The enrolment of individuals whose enrolment at UM or another institution of higher education was, in accordance with Article 7.42a WHW, terminated previously or has since been terminated on the grounds of unsuitability in relation to future professional practice (*iudicium aequi*) may be refused if the enrolment is for the same or a similar programme.
4. Enrolment may be refused to individuals whose enrolment at UM was previously terminated on the grounds of violation of UM-internal regulations and disciplinary measures, in accordance with Article 7.57h, paragraph 2 WHW.
5. Re-enrolment shall be refused for as long as the individual wishing to enrol remains in arrears regarding tuition fees, examination fees or study fees (including administration fees) at UM.

### **Article 4 Enrolment commencement dates and limited options for interim enrolment in a bachelor's or initial master's programme**

1. All bachelor's and initial master's programmes at UM commence on 1 September.
2. A limited number of bachelor's and initial master's programmes at UM have the additional commencement date of 1 February. These programmes are listed on the UM website.
3. An enrolment in a programme as of 1 February shall remain valid until the end of the academic year on 31 August. Thus, to complete a programme of 60 ECTS or more starting on 1 February, re-enrolment for the subsequent academic year will be required.
4. Only in cases of evident hardship as referred to in Article 41 may the director of the SSC decide to permit deviations from the enrolment periods stated in paragraphs 2 and 3 and permit enrolment in a bachelor's or initial master's programme at another time.
5. If and only if enrolment outside the stated enrolment periods is permitted on the grounds of paragraph 4, enrolment with retroactive effect is possible up to the first day of the month in which the student enrolled, with the exception of the month of October. In the case of enrolment in October, enrolment with retroactive effect up to the first day of the month is not permitted; instead, the enrolment will take effect on 1 November.
6. As the pre-master's programmes vary in terms of the number of ECTS to be obtained, they have different enrolment commencement dates. These dates are indicated on the UM website.
7. The enrolment commencement dates of the post-initial master's programmes will be announced on the UM website.

## **Article 5      UM card, certificate of enrolment and proof of payment of tuition fees**

1. Once a student has enrolled with UM, he/she shall be issued with a one-off UM card for the entire period of enrolment. The student shall also receive a certificate of enrolment in a specific programme for the current academic year.
2. Where requested by a student who is eligible to pay the statutory tuition fee, a BBC shall be issued each year, providing the student has paid the applicable fees (see also Article 30 paragraph 5). As pre-master's students and students of the master's programmes for professionals do not pay tuition fees but rather a separate study fee, they shall not receive a BBC.
3. Students at UM shall use the UM card to prove their identity. This card shall only be legally valid in combination with a valid certificate of enrolment in a specific programme in the current academic year.
4. The UM card and the certificate of enrolment are the property of UM.
5. Students must inform the SSC immediately if their UM card is lost or stolen. In such cases, a new card may be requested via the UM website (via Facility Services). The student will be charged for the replacement of this card.
6. If a student loses his/her certificate of enrolment, a new certificate may be requested via the SSC. The student will be required to produce a valid ID to obtain this new certificate. The UM card is considered a valid ID in such cases.

## **Article 6      Admission to a bachelor's programme**

1. Individuals whom the Executive Board believes have fulfilled the prior education requirements laid down in Articles 7.23a up to and including 7.30 of the WHW and any further prior education requirements shall be admissible to a bachelor's programme at UM.
2. The bachelor's programmes in Medicine, International Business and Psychology shall be subject to limited enrolment. Pursuant to Articles 7.53 or 7.56 WHW, only a limited number of students can enrol in these programmes. Admission to one of these restricted intake programmes shall, without prejudice to the provisions of paragraph 1, be determined in part on the basis of a selection procedure.
3. The qualitative selection criteria and the selection procedure for the restricted intake programmes at UM have been laid down in the "Regulations on the selection for restricted intake bachelor's programme at Maastricht University in the 2021/22 academic year" (*'Reglement selectie voor numerous fixus bacheloropleiding studiejaar 2020-2021'*), which is available on the UM website: [www.maastrichtuniversity.nl](http://www.maastrichtuniversity.nl)
4. Where individuals have not previously been enrolled for the bachelor's programme in Medicine, International Business or Psychology at UM, it shall be possible for them to be admitted to year 2 of these programmes with the permission of the Faculty Board, providing the programmes have sufficient capacity and the candidates' prior education has demonstrably provided them with knowledge, understanding and skills equivalent to the knowledge, understanding and skills needed to pass year 1 of the programme concerned.
5. There is a special selection procedure for the bachelor's programme in Liberal Arts and Sciences (at University College Maastricht, University College Venlo and the Maastricht Science Programme), the bachelor's programme in Economics and Business Economics and the bachelor's programme in Global Studies. Students who wish to enrol in one of these programmes are required to participate in this selection procedure. Proof of admission to the programme is a precondition for enrolment.



## **Article 7 Admission to an initial master's programme**

1. Individuals who, in accordance with Articles 7.30b to 7.30e of the WHW, hold a bachelor's degree certificate from a Dutch higher education institution or an equivalent foreign certificate, or individuals whom the Executive Board believes to possess knowledge, insight and skills equivalent to the level of a Dutch bachelor's degree and who meet any additional, programme-specific qualitative admission requirements, shall be admissible to an initial master's programme at UM.
2. Successful completion of a bachelor's programme at UM entitles the student to be directly admitted to at least one master's programme at UM.
3. A number of initial master's programmes at UM have a limited enrolment capacity. Without prejudice to the provisions of paragraph 1, students shall be admitted to these programmes partly by means of a selection procedure involving qualitative admission requirements, as indicated in the EER of the relevant master's programme on the UM website.
4. Students who have completed a pre-master's programme at UM are admissible to the initial master's programme connected with that pre-master's programme, unless this master's programme has a limited enrolment capacity, whereby students are admitted partly by means of a selection procedure. Students who complete a pre-master's programme at UM but are not selected for admission are offered one or more alternative initial master's programmes at UM, to which they can be admitted without participating in a further selection procedure.

## **Article 8 Pre-master's**

1. The EER for a number of initial master's programmes at UM set down how and under what conditions students who hold a bachelor's degree certificate issued by a Dutch research university (WO) or a university of applied sciences (HBO), or an equivalent foreign degree certificate, may continue on to a (related) master's at UM after completing a bridging programme known as a pre-master's programme.
2. Participants in a pre-master's programme shall be registered at UM as bachelor's students, and as such are eligible for student finance from the Dutch Government.
3. Successful completion of a pre-master's programme does not entitle students to a degree or certificate in the sense of Article 7.11 WHW. Instead, they shall receive a certificate indicating that they have successfully completed the pre-master's programme and stating the master's programme to which they are thus admitted. If this master's programme has a limited enrolment capacity in the sense of Article 5 paragraph 4, the selection criteria and procedures established for the master's programme still apply.

## **Article 9 Joint bachelor's or initial master's programmes**

1. UM provides various bachelor's and initial master's programmes, or specialisations within those programmes, in collaboration with one or more institutes for higher education in the Netherlands or abroad. An overview of these joint programmes and specialisations can be found in Appendix IV.
2. If the joint programme or specialisation involves one or more exclusively Dutch institutions, it is considered a joint degree and, on completion of the programme, the student shall receive a joint certificate bearing the name of the institutions that provided the programme or specialisation. The institution at which the student is enrolled for the joint degree shall ensure that the student is also enrolled at the other Dutch institution(s).
3. If the joint programme or specialisation is partly provided by one or more foreign institutes for higher education, on completion of the programme, the student shall receive a joint degree, double degree or multiple degree, depending on the

number of participating institutions. UM can oblige the student of a joint programme or specialisation to enrol continuously during the entire programme or specialisation at UM.

4. The agreements between the (foreign) institute(s) for higher education offering a joint programme or specialisation are set down in a contract, which specifies at least the following:
  - the content of the joint programme
  - the different educational activities of each institution
  - the distribution of degrees
  - the enrolment at one or more involved institution(s)
  - the tuition fees owed to the participating institutions by the joint programme student, as well as the right to reimbursement of tuition fees if the student deregisters before finishing the programme.
5. The board of the institution is authorised to set the tuition fee for a joint programme or specialisation at a lower level (including zero) than the student would owe if UM alone provided the programme or specialisation.
6. If the joint programme or specialisation is partly provided by one or more foreign institutes for higher education, the foreign institute(s) shall, supplementary to the provisions of paragraph 4, sign a contract stipulating that only students who meet, as a minimum, the applicable statutory admission requirements in the Netherlands shall be admitted to the joint programme or specialisation.

#### **Article 10    Enrolment of subsidiary and exchange students**

1. An individual who is enrolled as a student in a bachelor's or an initial master's programme at a different Dutch higher education institution and who participates in educational activities at UM with the permission of the UM Board of Examiners shall be deemed a subsidiary student. Subsidiary students can be admitted upon submitting a BBC from the other institution. Subsidiary students are enrolled at such at UM and are not required to pay tuition fees to UM.
2. Subsidiary students shall be granted only those rights associated with the educational activity in which they are participating in accordance with paragraph 1.
3. Subsidiary students shall not be entitled to a degree or certificate from UM for the programme of which the course they have attended is part. The exam marks obtained shall be shared with the other Dutch higher education institution where the student is following a bachelor's or initial master's degree.
4. An individual who is enrolled in a study programme at a university abroad and who participates in one or more educational activities at UM under a signed exchange contract between UM and the relevant foreign university shall be deemed an exchange student. Exchange students are admitted on the basis of a statement from the foreign university confirming and approving the exchange. Exchange students are enrolled as such at UM and are not required to pay tuition fees to UM. Paragraphs 2 and 3 shall apply accordingly.

#### **Article 11    Master's programmes for professionals**

1. The NVAO-accredited master's programmes for professionals offered at UM are listed in Appendix V.
2. The EER of the master's programmes for professionals indicate how and under what conditions students can be admitted.
3. Students of the master's programmes for professionals are registered as such at UM and may only participate in the educational activities of the relevant programme.
4. Students of the master's programmes for professionals do not pay tuition fees, but rather a study fee that depends on the scope of the professional master's

programme and is set by the relevant faculty board. Study fees are listed on the UM website.

5. The board of the faculty offering the professional master's programme decides whether to offer the option to pay the study fee in instalments.
5. On successfully completing the programme, students of professional master's programmes shall receive a degree certificate from UM in the sense of Article 7.10a, paragraph 1. Their enrolment details and exam results shall be submitted to BRON HO for inclusion in the National Diploma Register (*Landelijk Diplomaregister*).

## **Chapter II Enrolment procedure and tuition fees, examination fees or study fees**

### **1 Enrolment conditions**

#### **Article 12 Timely enrolment in the programme**

1. Proper enrolment in a bachelor's, pre-master's, initial master's or professional master's programme at UM requires that students register on time via Studielink each academic year.
2. The enrolment deadlines for bachelor's, pre-master's and master's programmes starting on 1 September 2021 or 1 February 2022 differ per programme, and are partly determined by whether or not they have a limited enrolment capacity or a selection procedure. The enrolment deadlines for new students may also differ from those for students who are re-enrolling in a programme. The enrolment deadlines for the academic year 2021/22 are listed for each programme on the UM website.
3. Because UM has to apply for residence permits for the purposes of study for prospective students from non-EU/EEA countries, the enrolment deadlines for these students when enrolling for the first time are earlier than those for prospective EU/EEA students and Swiss students.
4. For the bachelor's programmes in Medicine, International Business and Psychology, students enrolling for the first time must accept the certificate of admission sent to them by Studielink on or after 15 April 2020 within two weeks after the sending date. A certificate of admission that has not been accepted by the applicant via Studielink within two weeks after the sending date shall expire. As a result, the student's request to enrol in one of these study programmes shall be denied.

#### **Article 13 Timely submission of documents required to assess the applicant's admissibility to the programme and the applicable tuition fee or study fee**

1. In the event of first-time enrolment in a UM programme starting on 1 September 2021 or 1 February 2022, the student must submit, before 31 August 2021 or 31 January 2022, respectively, at a minimum, the following documents or information:
  - a. an original, certified copy of the **diploma/degree certificate** that, pursuant to the WHW, deems the individual eligible for the desired programme and, upon request, an original, certified copy of the accompanying **grades transcript**, on the understanding that:
    - prospective students whose prior education took place in the Netherlands, the diploma of which can be verified before 31 August on the basis of the details submitted by the student via Studielink, are exempt from this obligation.
    - prospective students whose prior education did not take place in an EU/EEA country must submit their diplomas/degree certificates and grades transcripts for assessment of their admissibility immediately after enrolling, or in any event before the relevant enrolment deadline as referred to in Article 12, paragraph 3. Prospective students whose prior education did not take place in an EU/EEA country and who do not submit a copy of their passport, diploma or grades transcript on time and/or pay the 'handling fee' (if applicable; see Article 11) shall, once the relevant enrolment deadline has passed, be denied enrolment.

- b. proof of proficiency in Dutch and/or English in accordance with the **language requirements** stipulated on the UM website for the programme in question.
  - c. documents that demonstrate that any **deficiencies** have been eliminated on time if the prospective student does not, on the basis of the submitted documents, meet the prior education requirements as referred to in Article 7.25 WHW for admission to the desired programme. The prior education requirements, applicable deadlines and opportunities for extension are indicated on the UM website for each programme.
  - d. a copy of the **passport or identity card** valid at the start of the programme on 1 September 2021 or 1 February 2022. This applies only to applicants not already registered with a Dutch municipality (in the national BRP).
  - e. proof of:
    - **lawful residence in the Netherlands** by means of a copy of the residence permit issued by the Ministry of Justice, or
    - **lawful residence in Belgium, Germany or Luxembourg, together with proof of municipal registration** in the country concerned. These applicants are also required to submit written confirmation that they will not live in the Netherlands during their study programme.

This applies only to adult applicants who are not nationals of the EU/EEA or Switzerland.
  - f. a '**MoMi document**' drawn up by UM and signed by the student in which the student consents to the procedure by which UM de-registers him/her from the IND in the event of termination of enrolment or insufficient study progress as referred to in Articles 5.5 and 5.6 of the Code of Conduct for International Students in Higher Education.  
This applies only to prospective students with a residence permit with study as the purpose of stay.
  - g. a **passport photo** for the UM card that meets the formal requirements specified by UM on its website.
2. UM retains the right to verify the submitted documents and information with the responsible institution.
  3. Prospective students must respond promptly to requests to finalise their enrolment or re-enrolment. In the event that one or more documents or details indicated in this article are missing from the application at the start of the programme, UM will not enrol or re-enrol the student and may deny the student access to UM's facilities by means of an 'administrative hold'.
  4. The data provided by students during the enrolment procedure are processed in accordance with the relevant legislation on the processing of personal data.

#### **Article 14 Timely payment of tuition fees or study fees**

1. Individuals who wish to enrol in a bachelor's, pre-master's or master's programme for the first time are required to have paid their tuition fees or study fee or to have submitted the authorisation form for payment by direct debit (in instalments or a single lump sum) in the manner described in Article 28 by 1 September 2021 or 1 February 2022.
2. For students who are re-enrolling, the payment deadline is 15 August 2021.
3. Adult or external students who do not pay their own tuition fees, examination fees or study fee must submit, during the initial enrolment process and in the event of re-enrolment, an authorisation for a named third party to pay these fees on his/her behalf.
4. Nationals from countries other than the EU/EEA Member States, Switzerland or Suriname who wish to be eligible for the statutory tuition fees as referred to in

Articles 14 to 19 are required to submit, before 31 August 2021 or 31 January 2022 (for February intake), a valid residence permit that demonstrates that they belong to one of the groups described in Article 2.2 of the WSF 2000 (see Appendix II). (Since the United Kingdom's withdrawal from the European Union on 1 January 2020, the term 'non-EU/EEA students' also includes those who are nationals of England, Wales, Scotland and Northern Ireland.)

5. Students who are already enrolled in a programme for which they pay the statutory tuition fee at a different Dutch higher education institution are required to submit to the SSC, before 1 September 2021 (or in the case of re-enrolment, 15 August 2021) or 1 February 2022 (February intake), a BBC from the other institution in order to be eligible for exemption from payment of the statutory tuition fee at UM, as outlined in Article 27 paragraphs 1 and 2.

## **Article 15 Handling fee**

1. Prospective students who received their prior education in a non-EU/EEA country pay a handling fee of €100 for the assessment of their diploma/degree certificate with a view to determining their admissibility to a bachelor's, pre-master's or initial master's programme at UM.
2. If the prospective student's application for a bachelor's, pre-master's or initial master's programme leads to definitive enrolment, the handling fee will be refunded to the appropriate SEPA bank account as indicated by the student.
3. Prospective students are exempt from paying a handling fee if they:
  - a. are regarded in the Netherlands as a recognised refugee or hold a valid Foreign Nationals Identity Document (W-document, type III or IV) as referred to in Article 8f of the Aliens Act in conjunction with Article 3.3 paragraph 1a of the Aliens Regulations
  - b. are financially supported by the UAF (the foundation for refugee students)
  - c. were previously enrolled at UM in a bachelor's, pre-master's or initial master's programme or as an exchange student
  - d. previously paid a handling fee to UM
  - e. have, in the context of a double-degree programme, already been assessed by the foreign university as to their admissibility to the programme at UM
  - f. completed their prior education in one of the countries of the United Kingdom (England, Scotland, Wales and Northern Ireland)
  - g. wish to enrol in a bachelor's programme and hold a European or an International Baccalaureate diploma
  - h. wish to enrol in a bachelor's programme and hold a pre-university (VWO) diploma obtained in Curaçao, Bonaire, Aruba, Sint Maarten or Suriname
  - i. wish to enrol in a bachelor's programme and hold a Swiss *Maturitätszeugnis/Certificat de Maturité/Attesto di Maturità*.
4. Prospective students for whom payment of the handling fee constitutes an insurmountable obstacle to enrolment may, until the enrolment deadline of the desired study programme and if they can demonstrate that they have been granted a scholarship partly on the basis of financial hardship, apply to the director of the SSC for an exemption from payment of the handling fee on the basis of Article 40.

## **2 Tuition fees, examination fees and study fees 2021/22**

### **2.1 Statutory tuition fees**

#### **Article 16 Statutory tuition fee for bachelor's and initial master's programmes**

1. Students who enrol in a full-time bachelor's or initial master's programme for the academic year 2021/22 shall pay statutory tuition fees to the amount of €1,084 if they:
  - a. did not, according to the BRON HO records since 1 September 1991, obtain a bachelor's degree prior to enrolling in a bachelor's programme in the Netherlands or a master's degree prior to enrolling in an initial master's programme in the Netherlands, and
  - b. belong to one of the groups referred to in Article 2.2 of the WSF 2000 (see Appendix II) or are Suriname nationals.
2. The provisions in paragraph 1a do not apply to students following a first degree deemed by the CROHO to be in the field of healthcare or teaching.
3. The provisions in paragraph 1a shall apply to students who have obtained a bachelor's degree, as defined by having:
  - a. successfully completed the final examination for an academic programme at an institute for higher vocational education with a course load of 168 credits, in accordance with the WHW dated 31 August 2002, and
  - b. successfully completed the final examination for an academic programme in the field of scientific education as outlined in Article 7.8 of the WHW dated 31 August 2002.
4. The provisions in paragraph 1a shall apply to students who have obtained a bachelor's or a master's degree, as defined by having:
  - a. successfully completed the final examination for an academic programme in the field of scientific education as outlined in Article 7.8 of the WHW dated 31 August 2002, and
  - b. successfully completed the final examination for an academic programme in the field of scientific education as outlined in Article 18.15 of the WHW.
5. If, throughout the academic year, the student should meet the requirements outlined in paragraph 1b, s/he may request that the statutory tuition fee is charged in the month following that in which the required conditions were met.
6. In determining the tuition fee for a student who has dual nationality of both an EU/EEA country and a non-EU/EEA country, the nationality is used that is registered in the BRP.

#### **Article 17 Low statutory tuition fee for the first year of the bachelor's programme**

1. Students who are, pursuant to Article 16 paragraph 1, eligible to pay the statutory tuition fee and for whom the BRON HO records since September 1991 show that they were not previously enrolled in a study programme at a Dutch institute for higher education, shall in the event of enrolment as of 1 September 2021 pay the low tuition fee to the amount of €542 for the first year of their bachelor's programme, unless it is a bachelor's programme with the special feature 'small-scale and intensive education' (in accordance with Article 20 paragraph 2 on the high statutory tuition fee).
2. Students as referred to in paragraph 1 of this article who enrol as of 1 February 2022 shall, on re-enrolling as of 1 September 2022, pay the low statutory tuition fee from 1 February 2022 up to and including 31 January 2023.
3. Students as referred to in paragraph 1 or 2 who deregister and then re-enrol within 12 months of the date of their initial enrolment forfeit their eligibility for the low statutory tuition fee for the period during those 12 months in which they were

not enrolled.

**Article 18 Partial statutory tuition fee for part-time initial master's programmes**

1. Students who enrol in a part-time initial master's programme (see Appendix I for the master's programmes at UM that can also be followed part time) shall pay partial statutory tuition fees of €771 if they:
  - a. did not, according to the BRON HO records since 1 September 1991, obtain a master's degree prior to enrolling in an initial master's programme in the Netherlands, and
  - b. belong to one of the groups referred to in Article 2.2 of the WSF 2000 (see Appendix II) or are Suriname nationals.
2. The provisions in paragraph 1a do not apply to students following a first degree deemed by the CROHO to be in the field of healthcare or teaching.
3. Article 16 paragraphs 3 to 7 shall apply accordingly.

**Article 19 Statutory tuition fee for students following bachelor's or initial master's programmes simultaneously**

1. Students who, according to the BRON HO records since 1 September 1991, are following a first bachelor's or initial master's programme in the Netherlands and who, before obtaining the relevant degree, enrol in one or more other bachelor's or initial master's programmes shall pay the statutory tuition fees for the latter, provided they belong to one of the groups referred to in Article 2.2 of the WSF 2000 (see Appendix II) or are of Surinamese nationality.
2. Students as referred to in paragraph 1 are only entitled to pay the statutory tuition fees for the second or additional simultaneous programme(s) if:
  - a. the enrolment in the other programme(s) took place before the Minister of Education, Culture and Science received the graduation notification as referred to in Article 7.9d of the WHW with respect to the first programme, and
  - b. the student follows the other programme(s) in the form of consecutive academic years.
3. Students as referred to in Article 17 paragraph 1 who, on enrolling for the first time at one or more institutions for higher education, enrol in two bachelor's programmes simultaneously shall pay the low statutory tuition fees for both programmes.
4. Pursuant to Article 30, students who meet the requirements of paragraphs 1 to 3 shall be exempted from paying the statutory tuition fees or eligible for a reduction in the amount of the (low) statutory tuition fees for the second and potential third simultaneous programme(s).

**Article 20 High statutory tuition fee for the bachelor's programme in Liberal Arts and Sciences at University College Maastricht (UCM) and the Maastricht Science Programme (MSP)**

1. Students who meet the requirements referred to in Article 16 and who enrol in the bachelor's programme Liberal Arts and Sciences at UCM or MSP shall, in accordance with Article 7.50 paragraph 2 of the WHW, pay a tuition fee of €2,501 (i.e. the statutory tuition fee of €1,084 plus an additional €1,417 for small-scale and intensive education).
2. Students as referred to in Article 17 paragraph 1 who enrol in the bachelor's programme in Liberal Arts and Sciences at UCM or MSP shall pay a high statutory tuition fee of €1,959, i.e. the halved statutory tuition fee of €542 plus an



additional €1,417 for small-scale and intensive education. Paragraphs 2 and 3 of Article 17 shall apply accordingly to these students.

3. Students as referred to in Article 17 paragraph 1 who enrol in the bachelor's programme in Liberal Arts and Sciences at both UCM and MSP shall pay a high statutory tuition fee of €3,376, i.e. the halved statutory tuition fee of €542 and twice an additional fee of €1,417 for small-scale and intensive education. Paragraphs 2 and 3 of Article 17 shall apply accordingly to these students. See also Article 30 paragraphs 1 and 2.
4. Pursuant to Article 30 paragraphs 1 and 2, students who simultaneously enrol in the bachelor's programme Liberal Arts and Sciences at UCM or MSP and another UM bachelor's programme shall for both programmes together pay UM a high statutory tuition fee of €2,501, providing they meet the conditions referred to in Article 16 paragraphs 1 and 2.
5. Students who simultaneously enrol in the bachelor's programme Liberal Arts and Sciences at UCM or MSP and another bachelor's programme elsewhere in the Netherlands and who submit to UM a BBC for the statutory tuition fee at the other institution shall pay UM only an additional fee of €1,417 for small-scale and intensive education for the bachelor's programme Liberal Arts and Sciences at UCM or MSP, including if both bachelor's programmes fall under the situation referred to in Article 17 paragraph 1. In that case Article 17 paragraphs 2 and 3 shall apply accordingly. See also Article 30 paragraphs 1 and 2.
6. Students who do not meet the requirements referred to in Article 17 but who do meet the requirements referred to in Article 25 (making them eligible for the institutional tuition fee to the amount of the statutory tuition fee) and who enrol in the bachelor's programme in Liberal Arts and Sciences at UCM or MSP shall pay a high statutory tuition fee of €2,501.
7. Contrary to paragraphs 1 to 6, students who were already enrolled in the bachelor's programme in Liberal Arts and Sciences at MSP in the academic year 2019/20 or earlier shall in the event of re-enrolment for the academic year 2021/22 pay a non-high statutory tuition fee of €1,084.

## **Article 21 High statutory tuition fee for the initial master's programme in Forensic Psychology**

1. Students who meet the requirements referred to in Article 16 and who enrol in the initial master's programme in Forensic Psychology shall, pursuant to Article 7.50 paragraph 2 of the WHW, pay a high statutory tuition fee of €2,831, i.e. the statutory tuition fee of €1,084 plus an additional €1,747 for small-scale and intensive education.
2. Students who do not meet the requirements referred to in Article 16 but who do meet the requirements referred to in Article 25 (making them eligible for the institutional tuition fee to the amount of the statutory tuition fee) and who enrol in the initial master's programme in Forensic Psychology shall pay a high statutory tuition fee of €2,831, i.e. the statutory tuition fee of €1,084 plus an additional €1,747 for small-scale and intensive education.
3. In accordance with Article 30 paragraph 1, students who enrol simultaneously in the initial master's programme in Forensic Psychology at UM and in another initial UM master's programme shall, for both master's programmes together, pay UM a high statutory tuition fee of €2,831, providing they meet the conditions of Article 16 paragraphs 1 and 2.
4. Students who are simultaneously enrolled in the UM initial master's programme in Forensic Psychology and another initial master's programme elsewhere in the Netherlands and who submit to UM a BBC of the statutory tuition fee to the other institution shall only pay UM the difference of €1,747 for the master's programme Forensic Psychology. See also Article 30 paragraphs 1 and 2.

## **2.2 Institutional tuition fees**

### **Article 22 Institutional tuition fees for bachelor's programmes**

1. Students enrolling in a full-time bachelor's programme at UM and who do not meet the requirements for eligibility for the statutory tuition fee as specified in Articles 16 to 21 shall pay the institutional tuition fee.
2. The institutional tuition fee amounts to €6,916, €9,816 or €30,916, depending on the funding category (low, high or top) to which the study programme belongs. An overview of the institutional tuition fee for each bachelor's programme can be found in Appendix I to these provisions.
3. Students who in the academic year 2020/21 paid a lower institutional tuition fee than that corresponding to the funding category (low, high or top) for their bachelor's programme as referred to in paragraph 2 shall, upon re-enrolment in the same programme for the academic year 2021/22, pay the same institutional tuition fee as required in the academic year 2020/21.

### **Article 23 Institutional tuition fees for initial master's programmes**

1. Students who enrol in a full-time initial master's programme at UM and who do not meet the requirements for eligibility for the statutory tuition fee as specified in Articles 16 to 21 shall pay the institutional tuition fee.
2. The institutional tuition fee amounts to €12,716, €15,716 or €30,916, depending on the funding category (low, high or top) to which the study programme belongs. An overview of the institutional tuition fee for each initial master's programme can be found in Appendix I to these provisions.
3. Students who in the academic year 2020/21 paid a lower institutional tuition fee than that corresponding to the funding category (low, high or top) for their initial master's programme as referred to in paragraph 2 shall, upon re-enrolment in the same programme for the academic year 2021/22, pay the same institutional tuition fee as required in the academic year 2020/21.

### **Article 24 Partial institutional tuition fee for part-time initial master's programmes**

1. Students who enrol in a part-time initial master's programme as referred to in Appendix I of these provisions and do not meet the requirements for eligibility for the statutory tuition fee as specified in Articles 18 or 26 shall pay the partial institutional tuition fee.
2. The partial institutional tuition fee amounts to €6,128 or €7,628, depending on the funding category to which the part-time study programme belongs (low or high).
3. Students who in the academic year 2020/21 paid a lower institutional tuition fee than that corresponding to the funding category for their part-time master's programme as referred to in paragraph 2 shall, upon re-enrolment in the same part-time programme for the academic year 2021/22, pay the same partial institutional tuition fee as required in the academic year 2020/21.

### **Article 25 Institutional tuition fee to the amount of the statutory tuition fee for bachelor's or initial master's programmes**

1. Students who enrol in a full-time bachelor's or initial master's programme and meet the conditions outlined in Article 16, with the exception of paragraph 1b, shall pay institutional tuition fees to the amount of the statutory tuition fee of €1,084, if they are regarded in the Netherlands as a recognised refugee or hold a valid Foreign Nationals Identity Document (W-document) as referred to in Article

8f of the Aliens Act in conjunction with Article 3.3 paragraph 1a of the Aliens Regulations, whether or not they are supported by the UAF.

#### **Article 26    Partial institutional tuition fee to the amount of the partial statutory tuition fee for part-time initial master's programmes**

1. Students who enrol in a part-time initial master's programme as referred to in Appendix I of these provisions and who meet the requirements specified in Article 18, with the exception of paragraph 1b, shall pay the institutional tuition fee to the amount of the partial statutory tuition fee of €771, if they are regarded in the Netherlands as a recognised refugee or hold a valid Foreign Nationals Identity Document (W-document) as referred to in Article 8f of the Aliens Act in conjunction with Article 3.3. paragraph 1 sub a of the Aliens Regulations, whether or not they are supported by the UAF.
2. A student enrolled in a part-time master's programme who at any time during the academic year no longer meets the requirements specified in paragraph 1 shall pay the remaining institutional tuition fee as of the month after that in which he/she ceased to satisfy these requirements in accordance with Article 24.

### **2.3    Examination fees and study fees**

#### **Article 27    Examination fee for external students**

1. Individuals enrolling as external students in a bachelor's or initial master's programme who meet the requirements specified in Article 16 shall pay an examination fee of €2,086.
2. Individuals enrolling as external students in a bachelor's programme who do not meet the requirements referred to in Articles 16 or 25 shall pay an examination fee of €8,000, €10,900 or €32,000 depending on the funding category (low, high or top) of the relevant programme. The examination fee owed is equal to the institutional fee for the bachelor's programme concerned, as listed in Appendix I.
3. Individuals enrolling as external students in an initial master's programme who do not meet the requirements referred to in Articles 16 or 25 shall pay an examination fee of €13,800, €16,800 or €32,000 depending on the funding category (low, high or top) of the relevant programme. The examination fee owed is equal to the institutional fee for the master's programme concerned, as listed in Appendix I.

#### **Article 28    Study fee for pre-master's and professional master's programmes**

1. Students of the pre-master's and professional master's programmes do not pay tuition fees but rather a study fee.
2. The amount of the study fee for a pre-master's programme depends on the number of ECTS credits that can be obtained:
  - 30 ECTS: €542
  - 60 ECTS: €1,084
  - tailored programme: €18.07 per ECTS.
3. The amount of the study fee for a professional master's programme depends on the study programme and is set by the relevant faculty board.
4. The board of the faculty offering the pre-master's or professional master's programme decides whether to offer the option to pay the study fee referred to in paragraphs 2 and 3 in instalments.

## **2.4 Reduction, exemption, imposition and payment of tuition fees, examination fees and study fees**

### **Article 29 Reduction of tuition fee for enrolment during the academic year**

1. Students will only be charged part of the applicable statutory or institutional tuition fee if they are permitted to enrol, pursuant to Article 4 paragraphs 4 and 5 of these provisions, during (i.e. after the start of) the academic year. In this case, the tuition fees will be calculated based on the number of remaining months in the academic year. This reduction in tuition fees shall be without prejudice to any obligation to pay damages on the grounds of Article 40.
2. External students, who pay examination fees, are not eligible for a reduction of these fees when enrolling after the start of the academic year.

### **Article 30 Reduction or exemption from statutory tuition fee for students following programmes simultaneously or related to a board position**

1. Students who according to the BRON HO records have not obtained a bachelor's or master's degree since 1991, who are enrolled in a bachelor's or initial master's programme at UM or another higher education institution, and who wish to enrol at UM in a second and/or third programme at UM or another funded institution (with the exception of the Open University) are, on the basis of paying for the first UM enrolment or on the basis of an original BBC from the other institution (see Article 14 paragraph 5), exempt from paying the statutory tuition fee for that second and/or third programme unless the amount paid for the first programme is lower than the full statutory tuition fee. In this case, the student must pay UM the difference between the two amounts.
2. If the latter enrolment at UM, as referred to in paragraph 1, concerns a study programme with a high statutory tuition fee, the student remains obliged to pay the additional fee for small-scale and intensive education as stipulated in Articles 20 and 21.
3. The second sentence of paragraph 1 shall not apply if, in accordance with the provisions of Article 17 paragraph 1, a student is entitled to pay the low statutory tuition fee for both or more simultaneous enrolments at UM.
4. Students who follow a publicly funded programme and are required to pay a course fee in accordance with the Tuition and Course Fees Act and who, instead of or in addition to this programme, also wish to enrol in another initial programme at UM during the same academic year shall pay the difference between the amount already paid and the relevant statutory tuition fee to be paid at the publicly funded institution for the enrolment at UM. If the relevant statutory tuition fee is lower than the amount already paid in course fees, they will be exempt from paying the tuition fee at UM. Paragraph 2 shall apply accordingly.
5. Students who enrol in a pre-master's programme at UM and who are already following a bachelor's or initial master's programme at a higher education institution in the Netherlands for which they pay the statutory tuition fee are, on the basis of submitting to UM a BBC from the other institution, exempt from paying to UM the study fee for the pre-master's programme.
6. Students who fail to meet the conditions outlined in paragraphs 1 to 5 above shall not be eligible for a reduction or exemption from the tuition fee based on their enrolment in multiple programmes.
7. Students who make a claim to eligibility for the statutory tuition fee on the grounds of Article 16 paragraph 2 (second simultaneous study programme deemed by the CROHO to be in the field of healthcare or teaching) or Article 25 or 26 (institutional tuition fee to the amount of the statutory tuition fee) are not exempt from paying the relevant tuition fee for another simultaneous enrolment

as referred to in Articles 16 to 21.

8. Students as described in Article 16 paragraph 1 who are following more than one programme and who during the academic year successfully complete one of those programmes shall pay the applicable statutory tuition fee for the remainder of the academic year for the other programme he/she is still following. The amount due shall be calculated based on the number of remaining months in the academic year.
9. Students who hold a full-time position as a board member and whose application for exemption from the applicable statutory tuition fee based on the UM 'Regulations on Exemption from statutory tuition fees related to a board position' (*Regeling Vrijstelling wettelijk collegegeld in verband met bestuursfunctie*) has been honoured by the Executive Board for the academic year 2021/22 shall be exempted from paying the statutory tuition fee for 2021/22.

### **Article 31 Imposition and payment of tuition fees, examination fees or study fees**

1. The applicable tuition fee, examination fee or study fee shall be determined on the basis of the submitted documents referred to in Article 13 and the information from the BRON HO on degrees previously obtained by the student.
2. If at any time during the academic year it is established that the tuition fee or study fee for that academic year was incorrectly determined and a student was undercharged, s/he must immediately pay the difference.
3. If at any time during the academic year it is established that the tuition fee or study fee for that academic year was incorrectly determined and a student was overcharged, the difference will be used to cover any other outstanding charges that the student owes to UM or reimbursed by UM as soon as possible.
4. Without prejudice to the provisions of Article 28 paragraph 4, payment of the tuition fee or study fee shall be effected by way of:
  - a. a lump sum bank transfer of the tuition fees (online or otherwise). UM covers the associated transaction costs only if the tuition fees are paid online. Online payment will not yet be fully possible for the academic year 2021/22.
  - b. a lump sum direct debit in euros from a Euro SEPA bank account, authorised by way of a digital authorisation.
  - c. direct debits in euros from a Euro SEPA bank account, authorised by way of a digital authorisation for collection of the tuition fees in eight equal instalments for enrolment as of 1 September 2021 or four equal instalments for enrolment as of 1 February 2022.
5. By authorising the direct debit(s) of the tuition fee or study fee, the student/account holder agrees to pay the full, applicable tuition fee or study fee for the academic year 2021/22 in accordance with Articles 16 to 30 in combination with the fee stated in Appendix I.
6. Students who are nationals of a non-EU/EEA country, who are enrolling at UM for the first time, and for whom UM is obliged to apply for a residence permit for the purposes of study are required by the IND to have paid the tuition fee or study fee owed for the academic year 2021/22 (including the required maintenance allowance) in a lump-sum payment before UM can apply on the student's behalf for the residence permit for the purposes of study. For these students, it is not possible to authorise payment of the tuition fee or study fee in instalments.
7. Payment of the examination fee shall be effected by transferring the amount due in a single payment to the bank account indicated by the SSC under the name of UM. The student shall bear all corresponding collection costs incurred.
8. The authorisation for the automatic debiting of tuition fees may not be revoked during the course of the academic year. If the account from which the direct debits are withdrawn is closed, the student must immediately contact the finance

department (tuitionfeepayment@maastrichtuniversity.nl) to provide the new account number to which the authorisation shall continue to apply. If applicable, the student shall submit a new written statement as referred to in Article 14 paragraph 3.

9. Where payment is effected in the manner indicated in paragraph 4c, a one-off amount of €24 for administration costs will be added to the first instalment.
10. If the tuition fee owed (including additional costs) or part of the tuition fee has not (yet) been paid after the last scheduled instalment as referred to in paragraph 4c, no degree certificate shall be awarded to the student.

### **Article 32 Procedure in the event of payment arrears of the tuition fees or study fees**

1. If the tuition fee or study fee owing is in arrears, the following warning procedure shall be initiated:
  - a. a first reminder is sent to the student's personal email address (if known to UM) or to his/her UM student account (if the personal address is not known to UM) giving notice that the outstanding amount is due within 14 days. The reminder shall also indicate that failure to meet this deadline will result in the student's UM card and access to Canvas, the Student Portal and all other digital facilities at UM being blocked (meaning, for example, that the student will no longer be able to register for courses and exams) and in the outstanding amount being increased by €19.50 in administration fees.
  - b. if payment is not forthcoming after the first reminder, a second reminder is sent to the student's personal email address or UM student account (if the personal address is not known to UM) requesting payment of the outstanding amount (including administration fees) and giving notice that, if payment is not forthcoming within 14 days, the de-registration procedure in Article 35 will be started.
2. If a direct debit is reversed by the bank at the request of the bank account holder, UM may, without prior notice, block the UM card of the student and his/her access to Canvas, the Student Portal and all other digital facilities of UM as outlined in paragraph 1a. A reminder is then sent to the student's personal email address (if known to UM) or UM student account (if the personal address is not known to UM) giving notice that if payment of the outstanding amount (including €19.50 in administration fees) is not forthcoming within 14 days, the de-registration procedure in Article 35 will be started.

## **3 Termination of enrolment and restitution of tuition fees, examination fees or study fees**

### **Article 33 Termination of enrolment by operation of law or at the student's request**

1. The academic year 2021/22 runs from 1 September 2021 to 31 August 2022. Enrolment as a student as of 1 September 2021, 1 February 2022 or otherwise (see Article 4) shall end by law on 31 August 2022.
2. Unless one of the situations referred to in Articles 35, 36 or 37 arises, a student's enrolment may only be terminated in the course of the academic year at his/her request. The enrolment shall be terminated with effect from the month following the month in which the student requested the termination of enrolment. An enrolment cannot be terminated at the student's request with retroactive effect.
3. The student submits the request to terminate his/her enrolment during the course of the academic year via Studielink. The student must also request partial refund of the overpaid tuition fees or study fee via Studielink.

4. If a student does not terminate his/her enrolment via Studielink after graduation, the enrolment shall as of the graduation date be regarded as continued enrolment in the same study programme, and the student may be obliged to pay the applicable tuition fee in proportion to the number of months remaining in the academic year.
5. A student's request via Studielink to terminate his/her enrolment on the grounds of graduation shall not be processed if the student has not yet completed all examination requirements. The enrolment shall be terminated as of the first day of the month following the graduation date as determined by the Board of Examiners.
6. If enrolment is terminated during the course of the academic year, the student shall receive a notification through Studielink.
7. If UM has issued a BBC for the student in connection with one or more simultaneous study programmes at another institute for higher education in the Netherlands, UM shall inform the other institution(s) of the termination of the student's enrolment at UM.
8. On terminating the enrolment of a student who requires a residence permit with study as the purpose of stay, UM shall de-register the student with the IND.

#### **Article 34 Reimbursement of tuition fee or study fee following termination of enrolment**

1. Once enrolment has been terminated, one twelfth of the applicable statutory or institutional tuition fee paid for the enrolment in question shall be refunded for every month of the academic year still remaining, providing that a request is made for a refund as described in Article 33 paragraph 3.
2. Contrary to the provisions of paragraph 1, if the enrolment is terminated as per 1 July or 1 August of the current academic year, no statutory or institutional tuition fee shall be refunded for the remaining months of the academic year.
3. Following termination of enrolment at the student's request in a pre-master's or professional master's programme, the study fee paid will be refunded in proportion to the duration of the programme remaining in relation to the number of ECTS credits to be obtained in the programme. If the enrolment in a pre-master's or professional master's programme is terminated as per 1 July or 1 August, no study fee shall be refunded for the remaining months of the academic year.
4. The tuition fee or study fee shall be refunded within three months after termination of enrolment and paid into the bank account from which the tuition fee or study fee was received or debited. In the case of a tuition fee or study fee paid for an adult student by a third party, the refund shall be paid into the bank account that UM has on record for the relevant third party.
5. Before any tuition fee or study fee is refunded, any outstanding payments of any nature that the student owes to UM shall be deducted from the amount to be refunded.

#### **Article 35 Termination of enrolment in the event of payment arrears**

UM may terminate a student's enrolment if payment of the tuition fee arrears is not forthcoming within 14 days of the date on the second reminder as referred to in Article 32 paragraph 1b. In this case the enrolment may be terminated as of the second month following the month in which the warning notice was sent to the student. The student may only (re-)enrol for the following academic year if he/she has paid any outstanding charges owed to UM before the start of that academic year.

### **Article 36 Termination of enrolment in the event of serious nuisance, serious fraud, conduct in relation to future professional practice, or negative Binding Study Advice**

1. Pursuant to Article 7.57h WHW, the Executive Board can terminate the enrolment of a student or external student during the academic year on the basis of the UM House Rules and with due observance of the procedures described therein if the student violates these rules and the measures established on the basis of these rules. The enrolment shall be terminated as of the first day of the month following the decision, or earlier if deemed necessary.
2. The Executive Board can also terminate a student's enrolment in the event of serious fraud as referred to in Article 7.12b paragraph 2 WHW or conduct in relation to future professional practice as referred to in Article 7.42a WHW. The enrolment shall be terminated as of the first day of the month following the decision.
3. The Executive Board shall terminate the enrolment of a student who has been found to have forged or falsified documents as referred to in Article 13. The Executive Board shall notify the student if the forgery/falsification is reported to the police.
4. The Executive Board shall at the end of the academic year terminate the enrolment of a student who has, pursuant to Article 7.8b WHW, been issued negative Binding Study Advice.

### **Article 37 Termination of enrolment as an external student**

1. Enrolment as an external student shall end by law on 31 August of the academic year in which the student was enrolled.
2. Enrolment by an external student shall be terminated during the course of the academic year if the student submits to the SSC a request to this effect in the form of a dated and signed written statement.
3. When terminating enrolment as an external student during the course of the academic year, the external student shall not be entitled to a full or partial refund of the examination fees paid.

### **Article 38 Termination of enrolment in the case of death**

1. In the case of the death of a student or external student, his/her enrolment shall be terminated as of the first day of the following month.
2. If the enrolment is terminated due to the death of the student, for every month following the end date as referred to in paragraph 1, one twelfth of the tuition fee paid shall, if desired, be refunded to the student's heirs for every month of the academic year still remaining. If the student paid a study fee for his/her study programme, the amount to be repaid will be determined with due observance of Article 34 paragraph 3.

### **Article 39 Cancellation of enrolment before the start of the programme**

1. A student's enrolment can be cancelled at any time prior to the starting date of the programme. A request for cancellation of enrolment must be submitted via Studielink, or in the form of a dated and signed written statement to the SSC in the case of enrolment as an external student.
2. When a student cancels his/her enrolment before the start of the programme as referred to in paragraph 1, at that student's request the tuition fees, examination fees or study fee as referred to in Article 34 paragraph 4 that have already been paid shall be refunded in full and/or the relevant (digital) authorisation for payment in instalments shall be blocked.



### **Chapter III Concluding provisions**

#### **Article 40 Damages**

1. An individual who utilises education or examination facilities without having enrolled in a legally valid manner shall be required to pay damages to UM pursuant to Article 15.2 of the WHW.
2. The damages owing shall, in the case of participation in a full-time bachelor's or initial master's programme, amount to one twelfth of the institutional tuition fee determined by the Executive Board and applicable to the programme concerned as set out in Appendix I of these provisions for each month that the individual in question has unlawfully utilised education or examination facilities for a full-time bachelor's or initial master's programme at UM.
3. The damages owing shall, in the case of participation in a part-time bachelor's or initial master's programme, amount to one twelfth of the partial institutional tuition fee determined by the Executive Board and applicable to the programme concerned as set out in Appendix I for each month that the individual in question has unlawfully utilised education or examination facilities for a part-time bachelor's or initial master's programme at UM.
4. The damages owing shall, in the case of participation in a pre-master's or professional master's programme, amount to one twelfth of the study fee determined by the Faculty Board and indicated on the UM website for each month that the individual in question has unlawfully utilised education or examination facilities for a pre-master's or professional master's programme at UM.
5. At the request of the student, the enrolment shall come into effect as of the start of the month following the month in which the damages were paid, subject to the provisions of Article 4 paragraph 6. In this case, UM may declare that the procedural requirements for the issuing of a degree certificate/another type of certificate (see Article 8 paragraph 3) have been met and the exam results obtained by the student concerned during the period in which he/she was not properly enrolled shall be considered valid.

#### **Article 41 Unforeseen circumstances and applications of the Enrolment Provisions leading to inequitable consequences**

Subject to the provisions of the WHW, which may not be deviated from, the SSC director shall take the final decision in cases not provided for by the Enrolment Provisions and in cases in which the application of the Enrolment Provisions would lead to seriously inequitable circumstances.

#### **Article 42 Requests for decisions by the SSC director**

A student who, via the CSP, requests a decision by the director of the SSC pursuant to these provisions is obliged to ensure that the request submitted is complete and accompanied by the evidence required. The SSC director takes a decision within 8 weeks of receipt of the request by the CSP. This period begins the day after a complete request has been received. Where a decision must be issued later than initially envisaged by the student due to the incomplete nature of the request submitted, the student shall bear all ensuing legal consequences and risks.

#### **Article 43 Legal recourse**

Interested parties may lodge an appeal against decisions based on these Enrolment Provisions within six weeks of receipt of the decision being announced by submitting an objection to the CSP for the attention of the Executive Board.

#### **Article 44    Authorisation**

The Executive Board has authorised the Director of the Student Services Centre to make decisions pursuant to these provisions, with the exception of the decisions taken on appeal that arise from decisions on the grounds of these Enrolment Provisions. Decisions on appeal are made by the Executive Board with the advice of the Dispute Advisory Committee for Student Affairs.

#### **Article 45    Entry into force and official title**

These provisions are valid for the academic year 2021/22 and shall enter into force on 1 September 2021. These provisions may be cited as 'UM Enrolment Provisions 2021/22'.

These Enrolment Provisions were adopted by the Executive Board on 11 May 2021 and submitted to the University Council.

## **APPENDIX I**

### **Institutional tuition fees per initial bachelor's or master's programme**

#### ***Institutional tuition fees 2021/22 for initial bachelor's programmes (Article 20)***

##### **Bachelor's programmes €6,916**

B Arts and Culture  
B Business Analytics  
B Digital Society  
B Dutch Law  
B Econometrics and Operations Research  
B Economics and Business Economics  
B European Law School  
B European Studies  
B Fiscal Economics  
B International Business  
B Psychology  
B Tax Law

##### **Bachelor's programmes €9,816**

B Biomedical Sciences  
B Business Engineering  
B Circular Engineering  
B Data Science and Artificial Intelligence  
B European Public Health  
B Global Studies  
B Health Sciences  
B Liberal Arts and Sciences (Maastricht Science Programme)  
B Liberal Arts and Sciences (University College Maastricht)  
B Liberal Arts and Sciences (University College Venlo)

##### **Bachelor's programmes €30,916**

B Medicine (incl. International Track in Medicine)

#### ***Institutional tuition fees 2021/22 for initial master's programmes (Articles 21 and 22)***

##### **Master's programmes €12,716, or part-time €6,128**

M Art, Literature and Society / Kunst, Literatuur en Samenleving  
M Arts and Heritage: Policy, Management and Education / Kunst, Cultuur en Erfgoed  
M Business Intelligence and Smart Services  
M Business Research (Research)  
M Cultures of Arts, Science and Technology (Research)  
M Digital Business & Economics  
M Dutch Law  
M Econometrics and Operations Research  
M Economic and Financial Research (Research)  
M Economics  
M Economics and Strategy in Emerging Markets  
M European Law School

- M European Public Affairs
- M European Studies
- M European Studies (Research)
- M European Studies on Society, Science and Technology
- M Financial Economics
- M Fiscal Economics / Fiscale Economie
- M Forensic Psychology
- M Forensics, Criminology and Law / Forensica, Criminologie en Rechtspleging
- M Global Supply Chain Management and Change
- M Globalisation and Development Studies
- M Globalisation and Law
- M Human Decision Science
- M International and European Tax Law
- M International Business (*incl. part-time variant*)
- M International Joint Master of Research in Work and Organisational Psychology
- M International Laws
- M Law and Labour
- M Learning and Development in Organisations
- M Media Studies: Digital Cultures
- M Politics and Society / Politiek en Samenleving
- M Psychology
- M Public Policy and Human Development
- M Sustainability Science and Policy
- M Tax Law

**Master's programmes €15,716 or part-time €7,628**

- M Artificial Intelligence
- M Biobased Materials
- M Biomedical Sciences
- M Cognitive and Clinical Neuroscience (Research)
- M Data Science for Decision Making
- M Epidemiology (*incl. part-time variant*)
- M Global Health
- M Governance and Leadership in European Public Health
- M Healthcare Policy, Innovation and Management
- M Health Education and Promotion (*incl. part-time variant*)
- M Health Food Innovation Management
- M Health Sciences (Research)
- M Human Movement Sciences (*incl. part-time variant*)
- M Mental Health (*incl. part-time variant*)
- M Systems Biology
- M Work, Health and Career (*incl. part-time variant*)

**Master's programmes €30,916**

- M Medicine / Geneeskunde
- M Medicine–Clinical Research

## **APPENDIX II**

### **Overview of groups referred to in Article 2.2 of the WSF 2000**

*Further information pertaining to Article 14 paragraph 1b of this decision*

The following persons belong to the groups referred to in Article 2.2 of the WSF:

- a. Dutch nationals.
- b. Nationals of one of the EU Member States\* (Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden).
- c. Nationals of an EEA country that is not an EU Member State: Iceland, Liechtenstein and Norway.
- d. Under special conditions, Turkish nationals under the Association Decision 1/80 of the Association Council EEC/Turkey (children of workers who live in an EU Member State where they work or have worked).
- e. Swiss nationals (since 1 June 2002, under the treaty of 21 June 1999, enacted on 14 September 2001, Staatsblad 432).
- f. Family members of EU nationals resident in the Netherlands, who are not nationals of an EEA country (i.e. spouse; partner with whom an EU national has a registered partnership in accordance with the legislation of that country, insofar as the legislation of the host country equates partnership with marriage and if the conditions of the host country's legislation are satisfied; blood relatives in the direct descending line as well as those of the spouse or partner younger than 21 years of age or who are dependent on them; blood relatives in the direct ascending line as well as those of the spouse or partner who are dependent on them) (Directive 2004/38/EC).
- g. Foreigners who are only legally resident in the Netherlands on the basis of a residence permit for asylum seekers for a fixed period (Article 28 of the Aliens Act).
- h. Foreigners who are only legally resident in the Netherlands on the basis of a residence permit for asylum seekers for an indefinite period (Article 33 of the Aliens Act).
- i. Foreigners who are only legally resident in the Netherlands on the basis of a regular residence permit for an indefinite period (Article 20 of the Aliens Act).
- j. Foreigners who are long-term residents of an EU Member State other than the Netherlands on the basis of Directive 2003/109/EC in combination with a valid Dutch residence permit (see APPENDIX III).
- k. Foreigners who are only legally resident in the Netherlands on the basis of a regular residence permit for a fixed period (Article 14 of the Aliens Act). Such permits must have been issued under one or more of the following conditions:
  - 1°. family reunification or family formation as referred to in Article 15 of the Aliens Act 2000 with a Dutch national or with a foreigner as referred to under a or b of this article or an extended stay due to one of these reasons,
  - 2°. residence as an unaccompanied minor or an extended stay due to this reason,
  - 3°. residence with the aim of adoption or fostering, or a stay due to this reason,
  - 4°. residence resulting from human trafficking or an extended stay due to this reason,
  - 5°. residence as an alien who through no fault of his/her own is unable to leave the Netherlands, or an extended stay due to this reason,
  - 6°. residence other than that listed in Article 3.4, paragraphs 1 or 3 of the Aliens Decree 2000, or an extended stay due to this reason, or

7°. residence related to the legacy of the former Aliens Act as referred to in Article 3.17a, subsection b, of the Aliens Regulations 2000, or an extended stay due to this reason.

- l. Foreigners waiting for a decision on their request for a residence permit or an extension of a residence permit, insofar as they already receive Student Finance (Article 3e, Student Finance Decree 2000).
- m. Foreigners who have previously received an allowance under the WTOS (Article 3f, Aliens Decree).

*Derived from: TK 2007-2008, 31 346, no. 3.*

*As this overview is subject to change, no rights can be derived from it. Residence permits other than those listed above shall be assessed on a case-by-case basis.*

\* NB. Under a withdrawal agreement, the United Kingdom (UK) left the European Union on 31 January 2020. Pursuant to this withdrawal agreement, students who are British nationals, who were already resident in the Netherlands before 31 December 2020 and who have been continuously registered in the BRP since then continue to be eligible for the statutory tuition fees, providing they also meet all other applicable requirements. Students from the UK who moved to the Netherlands after 31 December 2020 are classed as non-EU/EEA citizens. Subject to their specific residence permit, they may be eligible for the statutory tuition fees, or shall otherwise be required to pay institutional tuition fees. See [www.maastrichtuniversity.nl/support/your-studies-begin/brexit-faq](https://www.maastrichtuniversity.nl/support/your-studies-begin/brexit-faq)

## **APPENDIX III**

### **Third-country nationals with EU long-term resident status**

Students who are nationals of a non-EU country but who have acquired the status of long-term resident of an EU country other than the Netherlands may study at UM on the grounds of a residence permit with 'study' as the purpose of stay. UM must apply for this permit on their behalf and the student in question must fulfil the Dutch conditions pertaining to residence permits with study as the purpose of stay.

All Member States of the EU that have implemented Directive 2003/109/EC concerning the status of third-country nationals who are long-term residents issue to those they deem long-term residents a residence permit or residence sticker in the passport indicating the status 'EU long-term resident'. Only such a declaration of status on an EU residence permit or the residence sticker in the passport, including a passport photo, gives the individual in question the rights accorded to EU long-term residents. These rights include eligibility to pay the statutory tuition fee for an initial bachelor's or master's programme in the Netherlands, providing that the individual concerned has not already completed such a programme in the Netherlands (cf. Article 14 paragraph 1 in conjunction with Appendix II under i of these regulations).

Listed below are the official terms used in other EU Member States for third-country nationals who are long-term residents of the EU, as these are required to appear in a valid residence document issued by the relevant Member State or on a sticker in the student's own national passport in order to be potentially eligible for the statutory tuition fee:

#### **Austria:**

"Daueraufenthalt – EG",

#### **Belgium:**

"EG – langdurig ingezetene" / "Résident de longue durée – CE" / "Daueraufenthalt – EG",

#### **Bulgaria:**

"дългосрочно пребиваващо в ЕС" (Latin alphabet: "D-lgosrotsjno prebivavasjto v EC"); formerly "дългосрочно пребиваващо лице" (Latin: "D-lgosrotsjno prebivavasjto litse"),

#### **Croatia:**

"Osoba S Dugotrajnim Boravištem – TEM-EU/Longterm resident-EU",

#### **Cyprus:**

"Long-term resident – EC",

#### **Czech Republic:**

"Povolení k pobytu pro dlouhodobě pobývajcího rezidenta – ES",

#### **Estonia:**

"Pikaajaline elanik - EU"; formerly "EÜ– pikaajalise elaniku",

#### **Finland:**

"P EY 2003/109 EY óf P EG 2003/109 EG"; formerly "Pitkään oleskelleen kolmannen maan kansalaisen EY-oleskelulupa",

#### **France:**

"Résident de longue durée – CE" (before 20 June 2011); "Carte de résident de longue durée - Communauté Européene" (after 20 June 2011),

**Germany:**

"Daueraufenthalt – EG",

**Greece:**

"ἐπὶ μακρὸν διαμένων – EK" (Latin alphabet: "Etti makron diamenoon - EK (Epsilon Kappa)),

**Hungary:**

"Huzamos tartózkodási engedéllyel rendelkező – EK",

**Italy:**

"Soggiornante di lungo periodo – CE",

**Latvia:**

"Pastāvīgi dzīvojoša persona - ES"; formerly "Pastāvīgais iedzīvotājs – EK",

**Lithuania:**

"Ilgalais gyventojas – EB",

**Luxembourg:**

"Résident de longue durée – UE" ; formerly "Résident de longue durée – CE",

**Malta:**

"Residenti għat-tul – KE",

**Netherlands:**

"EG – langdurig ingezetene",

**Poland:**

"Pobyt rezydenta długoterminowego – UE"; formerly "Rezydent długoterminowy – WE",

**Portugal:**

"Residente CE de longa duração",

**Romania:**

"Rezidenți pe termen lung",

**Slovakia:**

"Osoba s dlhodobým pobytom – ES",

**Slovenia:**

"Rezident za daljši čas – ES",

**Spain:**

"Residente de larga duración – UE"; formerly "Residente de larga duración – CE")\*,

**Sweden:**

"Varaktigt bosatt inom – EG".

*Deviations from above abbreviations:*

The final abbreviation in the terms listed above may vary, e.g. '- UE' may be used instead of '- CE' and vice versa.

\* E.g. for Spain the correct designation prior to 2012 was "Residente de larga duración – CE", and from 2012 "Residente de larga duración – UE". Both terms may thus be used.



*NB. Denmark, Ireland and the UK are not included in the list above as they have not implemented Directive 2003/109/EC.*

*For more information, see <https://ind.nl/Formulieren/6009.pdf>*

## APPENDIX IV

### Overview of joint programmes as referred to in Article 8 of this decision

Overview of joint programmes offered by UM together with other foreign institutes for higher education as referred to in Article 7.3c of the WHW, which lead to a UM degree or a joint degree.

#### Bachelor

Programme	Degree	Partner institute(s)
University College Maastricht (Liberal Arts & Sciences)	double degree	In collaboration with: • University College Freiburg (Germany)
European Law School	double degree	In collaboration with: • Universitas Gadjah Mada (Indonesia) • Universidad Autónoma de Madrid (Spain)
International Business	double degree	In collaboration with: • Universidad del Desarrollo (Chile)

#### Master

Programme	Degree	Partner institute(s)
European Studies on Society, Science and Technology (European Studies)	double degree	In collaboration with: • University of Liège (Belgium) • HSE Moscow (Russia)
European Studies (research)	double degree	In collaboration with: • University of Cologne (Germany)
Governance and Leadership in European Public Health	double degree + joint diploma supplement	In collaboration with: • EHESP School of Public Health Rennes (France) • Andalusian School of Public Health, University of Granada (Spain) • Jagiellonian Medical College, University of Krakow (Poland) • University of Rennes (France) • University of Sheffield (UK) • University of Liège (Belgium) • National University of Ireland (Ireland)
Healthcare Policy, Innovation and Management	double degree	In collaboration with: • University of Cologne (Germany)
Governance and Leadership in European Public Health	double degree	In collaboration with: • University of Bremen (Germany) • Lithuanian University of Health Sciences (Lithuania)
Biomedical Sciences	double degree	In collaboration with: • Tohoku University (Sendai, Japan) • Kyoto Prefectural University of Medicine (Japan)
Public Policy and Human Development	double degree	In collaboration with: • United Nations University
International Laws	double degree	In collaboration with: • University of Zurich (Switzerland) • Saarland University (Germany) • Bocconi University (Milan, Italy)

European & International Tax Law, American Specialisation	double degree	In collaboration with: • University of Aruba (Netherlands Antilles)
Psychology (specialisations: Work and Organisational Psychology; Health and Social Psychology)	double degree	In collaboration with: • University of Milan (Italy)
Psychology (Work and Organisational Psychology specialisation)	double degree	In collaboration with: • University of Seville (Spain)
International Joint Master of Research in Work and Organisational Psychology	joint degree	In collaboration with: • Leuphana University of Lüneburg (Germany) • University of Valencia (Spain)
Economics (European Economic Policy specialisation)	double degree	In collaboration with: • Université Catholique de Louvain (Belgium)
International Business (all specialisations)	double degree	In collaboration with: • EDHEC Business School, campus Lille (Management) and Nice (Finance) (France)
International Business (multiple specialisations of Open Programme)	double degree	In collaboration with: • Queens School of Business (Canada)
International Business (Strategic Marketing specialisation)	double degree	In collaboration with: • Queensland University of Technology and Business (Australia)
International Business (specialisations: Organisation Management, Change and Consultancy; Strategy and Innovation)	double degree	In collaboration with: • Universidade Nova de Lisboa (Portugal)
International Business (Strategic Corporate Finance specialisation)	double degree	In collaboration with: • LUISS Guido Carli, Rome (Italy)
Econometrics and Operations Research	double degree	In collaboration with: • Université Catholique de Louvain (Belgium)

## **APPENDIX V**

### **Overview of NVAO-accredited master's programmes for professionals**

M Advanced Master in Intellectual Property Law and Knowledge Management (LLM/MSc)  
M Advanced Master in Privacy, Cybersecurity, Data Management and Leadership  
M Executive Master of Finance and Control  
M Health Professions Education  
M International Executive Master of Finance and Control  
M Maastricht MBA  
M Executive Master in Cultural Leadership