

# EXPLANATION 'BIJVAK' STUDENT ACADEMIC YEAR 2011/2012

## 1 'Bijvak' Student: definition, types of enrolment and fees

There are two categories of 'Bijvak Student'

**Category 1:** students who are enrolled at an Institution for Higher Education in the Netherlands for a 'CROHO' registered programme and who want to take additional subjects at Wageningen University as part of the programme for which they are enrolled

**Category 2:** students who are enrolled at an Institute for Higher Education in the Netherlands for a 'CROHO' registered programme and who want to take additional subjects at Wageningen University that are NOT part of their programme.

## 2 Requirements for Enrolment

General requirements are:

- Be enrolled as a student at an Institute for Higher Education in the Netherlands for a 'CROHO' registered programme
- submit a 'Proof of Payment of Tuition Fees'<sup>1</sup>
- Submit a completed and signed Registration Form for 'Bijvak Student'
- The maximum duration for registration as a 'Bijvak student' is 12 months. In that period the 'Bijvak student' can register for courses up to a maximum of 60 credits. In case a student has registered for less than 60 credits in that period, a request for extension of the enrolment can be submitted to the SSC.

Specific requirements for Bijvak students category 1:

- Submit a statement from the examination committee from the institution where they are enrolled that
  - the subjects (mentioned by name and subject code) to be taken at Wageningen University are part of the programme at their Institution, and that
  - the subjects (mentioned by name and subject code) to be taken at Wageningen University are not offered at their Institution
- Written permission from the WU examination committee is required for the work forms 'thesis' and 'academic master cluster' (please note Bachelor students are not allowed to register for the work forms 'thesis' and 'academic master cluster')
- Registration for an 'internship' is not possible

Specific requirements for Bijvak students category 2:

- Submit a statement from the examination committee from the institution where they are enrolled that
  - the subjects to be taken at Wageningen University are NOT part of the programme being followed at their Institution
  - the student needs to obtain no more than a maximum of 30 ECTS in order to graduate from their Institution, and that the student has successfully completed all the first year subjects
  - the subjects (mentioned by name and subject code) to be taken at Wageningen University are not offered at their Institution
- Registration for an 'internship' 'thesis' and 'academic master cluster' is not possible

The required forms are available on <http://www.ssc.wur.nl/uk> > current students > student administration or at the Student Desk in the FORUM building. open: Monday to Thursday 09.00 to 16.00 hrs; Friday 09.00 to 13.00 hrs

## 3 Fees

1. "Bijvak Students" will get exemption of tuition fees at Wageningen University if:
  - they would have to pay the **statutory fee** of € 1,713.00 when registered as a regular student at Wageningen University, and
  - they can submit a 'Proof of Payment of Tuition Fees' (Bewijs Betaald Collegegeld) for their 1<sup>st</sup> enrolment and
  - the amount of tuition fees paid at the Institution of 1<sup>st</sup> enrolment is equal to or more than € 1,713.00If the amount of tuition fees at the Institution of 1<sup>st</sup> enrolment is less than € 1,713.00 the difference in tuition fees has to be paid as fee for enrolment as "Bijvak Student"
2. Bijvak students who would have to pay the **institutional fee** (either low or high fees) when registered as a regular student at Wageningen University, will have to pay the applicable institutional fee.  
Exception: students from Van Hall / Larenstein who are not entitled to pay the statutory tuition fee of € 1713.00 are exempted from paying additional tuition fees to Wageningen University if they submit a 'Proof of Payment of Tuition fees' from VHL.

Please submit the following:

- 'Bijvak' Registration Form 2011-2012
- Copy of your passport
- Proof of Payment of Tuition Fees (Bewijs Betaald Collegegeld)
- Statement Examination Committee

To: Student Service Centre, FORUM, Droevendaalsesteeg 2, 6708 PB, Wageningen

PLEASE NOTE: 'BIJVAK' STUDENTS ARE **NOT** AUTOMATICALLY REGISTERED FOR SUBJECTS.  
ONCE REGISTERED AS A 'BIJVAK' STUDENT YOU WILL HAVE TO REGISTER FOR THE REQUIRED SUBJECT(S) ON  
[HTTPS://SSC.WUR.NL/AIR210/STUDENT/](https://ssc.wur.nl/air210/student/)

<sup>1</sup> Proof of Payment of Tuition Fees (Bewijs Betaald Collegegeld - BBC) = original statement issued by the Dutch Institution for Higher Education of the students 1<sup>st</sup> enrolment, in which the Institute declares that the student is enrolled for a 'CROHO' registered programme and states the amount of tuition fee paid by the student for the 1<sup>st</sup> enrolment. The statement is issued for the purpose of registration at Wageningen University

## Completing the 'Bijvak' Student Registration Form 2011/2012

- All students must sign the form!

01	Registration Number WU: If you are registering for the first time at WU, do not enter anything here! This is because you will be given a WU registration number only after you have submitted the form and it has been processed by the SSC.
02	Date of Birth: Enter your date of birth in the correct fields
03	Gender: Tick the appropriate box. M (male) or F (female).
04	BSN (Citizens Services No.) please enter your BSN no. here if you have one. This number is available from the Municipality. The University is required by law to ask for this number. If not available, please leave open.

### Personal Data and Study Address in the Netherlands

05	Family Name and Initials: Fill in your official full family name as used in your passport; then enter the initials of your first names (if possible). If your family name is preceded by a preposition, article or other prefix, then you must enter this prefix after the initials for your first name or names. Example: Vlamincck J.P. de
06	Official First Name: As mentioned in your passport
07	(Commonly used) First name: Enter the name you prefer to be called.
08	Street Name and House Number: Enter the street name and house number of your study address in the Netherlands. This is the address of the place you are living during your study at WU. Use Roman numerals after the house number to indicate information such as "second floor." Example: Dorpsstraat 280-II. House numbers with composite numbers must be clearly separated from each other. Example: Dijkgraaf 4-16-c Please inform the Student Service Centre Office (SSC) of any changes in your address by filling in a change of address form on the Internet. Go to SSC on-line log in with your WUR account username and password, and click on the "address" link.
09	Postal Code and Place of Residence: Enter the postal code and place of residence of your study address in the Netherlands
10	Enter your (mobile) telephone number at your study address
11	E-mail Address (private): Enter your private e-mail address (e.g. hotmail), not your WUR e-mail address. If you do not have a private e-mail address, then draw a line here.
12	WUR E-mail Address: You will be given an e-mail address from Wageningen UR after you have registered at the University.
13	Country of Birth: Enter the name of your country of birth here.
14	Place of Birth: Enter your place of birth (city, town, village) in full.
15	Nationality: Enter your nationality in full. If you have a double nationality, Dutch nationality takes precedence

### Type of registration at WU

16	Type of Registration at WU: Tick the correct box to indicate how you choose to register at Wageningen University as a 'Bijvak student' for the 2011/2012 academic year. For the definition of the categories: see chapter 1
17	Period of registration

### Institution 1<sup>st</sup> Enrolment

18	Name of the Institution. Enter the name of the institution where you are enrolled.
19	Department: Enter the name of the department
20	Name of Contact Person: Enter the name
21	Telephone No.: Enter the telephone number of the person to be contacted.
22	Postal Address: Enter the full postal address
23	E-mail Address: Enter the e-mail address of the contact person, if available.
24	Type of registration: e.g. student, extraneus

- **Make sure you sign and date the form!!**
- **Please submit the required documents to the Student Service Centre (SSC), FORUM  
Droevendaalsesteeg 2  
6708 PB Wageningen  
Student Desk is open Monday to Thursday: 09.00 hrs to 16.00 hrs, Friday: 09.00 to 13.00 hrs**