

Registration regulations for educational activities and examinations 2015-2016

Adopted by the Executive Board on 09-06-2015

As a rule, students can only participate in educational activities and examinations if they have registered for a particular programme component and/or examination in advance.

1. Registration for educational activities and examinations

- a. Students who wish to be educated in a particular subject register for the programme component (course) of their choice and the related educational activities, and at the same time register for the relevant examination.
- b. A maximum of 18 ECTS credits has been set for the number of courses for which a student can register within a given programme for a given period. Students who wish to register for more courses can file a request to the examination board using a VUnet form and stating the reasons for their request.

2. Registering for an examination only

Students who wish to take an examination without participating in the preparatory educational activities will register for the examination separately.

3. Education or examinations without registration

- c. In cases where it is not possible to register for a course, students who wish to take an examination in that subject will register for the examination only.
- d. The registration procedure for components such as student placements, the thesis or practicals may differ. If this is the case, the relevant information can be found on the information channels used by the faculty (VUnet).

4. Registration procedure

Registration takes place on VUnet and during the registration periods that have been published in advance on VUnet. It is not possible to register after this period.

5. Registration procedure in special situations

- a. If registration is not possible on the final day of registration due to a technical fault, Student & Educational Affairs will, at the request of the Faculty Board, publish details of an alternative form of registration or will designate an additional day on which registration is possible.
- b. Using a VUnet form, students have the right to submit a substantiated complaint against a decision that does not allow them to register for an educational activity or an examination.
- c. When submitting such a complaint, students are required to provide sufficient evidence to demonstrate that they were prevented from registering on time by circumstances beyond their control. Such circumstances (force majeure) may only take the form of prolonged illness or the death of a close relative.
- d. During the first semester of 2015/2016, a flexibility scheme is in force: each student's first two requests will be processed 'no questions asked', provided that there is enough space available in the examination room for the student to take the examination. If a student submits a third request in the same semester, the complaint will be reviewed in depth.
- e. The Faculty Board will review the complaint in light of the following criteria: force majeure as defined in paragraph c, or an appeal to disproportionate consequences for the student's progress and the availability of a place in the examination room.
- f. The decision of the Faculty Board will be communicated to the complainant by email no later than one week after the complaint was received.
- g. The decision of the Faculty Board is final and not open to any subsequent procedure.

6. Cancellation following registration

- a. Students who have registered for an educational activity and/or examination and who wish to withdraw should cancel their registration via VUnet within the same registration period to ensure that enough places are available for other students to take the examination.
- b. Students have until 23.59 on the day before the examination to cancel their registration for an examination. Students who do not cancel their registration for an examination on time will be registered as having used up an opportunity to take an examination.