

Regulations for registering for courses and examinations

Adopted by the Executive Board on 18 July 2023.

To take effect from the 2024-2025 academic year, the registering process for which starts in July 2024.

VU Amsterdam aims to enable maximum student access to its education. However, in order to prepare effectively, it is necessary to know in advance how many students will be participating in courses and examinations. That is why VU Amsterdam students must register for courses and examinations and deregister in good time if they decide not to participate in the course or exam. It means the expected number of students is a more accurate reflection of the actual number of students who will be participating. This enables lecturers to better prepare their lessons and makes the organisation of teaching more efficient. Moreover, it means a place will become available for a student if another student deregisters on time. Participation cannot be guaranteed to students who for whatever reason have not met the obligation to register and wish to do so after the deadline. Where possible, VU Amsterdam will still make every effort to provide access for these students to the course of their choice. In such situations, access to the course will depend on the course teaching method and available classroom space.

1. Registration and deregistration deadlines

- a) Registration for courses and examinations should be completed no later than four weeks before the course starts. The specific periods in which registration and deregistration are possible are published on VU.nl and listed in the Study Guide for each course. It is not possible to register outside these periods.
- b) For courses that start in the first teaching period, registration will be possible up to and including the first week of that period.
- c) For courses that start in the fourth teaching period, registration will be possible until three weeks before the start of the course.
- d) Students register for examinations by registering for the course during the relevant course registration period.
- e) Students who decide not to do a course or examination for which they have registered must deregister.

2. Registering for courses

- a) Students register for each course they plan to do and select the teaching format in which they wish to participate.
- b) If applicable, students also select the desired group within a teaching format. The Study Guide lists the cases where this is, and is not, possible.
- c) The faculty may impose a maximum limit on the number of students able to participate in a course.
If applicable, this will be indicated in the Study Guide.
- d) The faculty may determine that registration is not possible for a course. If this is the case, the Study Guide will state how students can register.
- e) In periods 1, 2, 4, and 5, students may register for a number of courses with a study load of 18 credits, and in periods 3 and 6, for courses worth up to 12 credits. Students who are enrolled on two programmes may register for double the numbers stated in the previous sentence.
- f) Students seeking to register for more courses than the numbers shown under 2e) are strongly advised to contact the academic advisor. Honours students are exempted from Articles 2e) and 2f).

3. Registering for examinations/resits

- a) By registering for a course, students simultaneously register for the first sittings of every examination associated with the course.

- b) Students wishing to participate in an examination only must register for it during the course registration period.
- c) Students who do not achieve a satisfactory result at the first sitting are automatically registered for the resit in the same academic year: they do not have to register for it themselves.
- d) Registered students who do not participate in an examination will be recorded as no-shows and will not be automatically registered for the resit.
Students in this category must themselves register for their resit. They may do so up to one week before the resit takes place.
- e) Students who deregister for the first examination sitting will not automatically be registered for the resit.
Students in this category must themselves register for their resit. They may do so up to one week before the resit takes place.
- f) In order to participate in an examination, students must be registered for it.

4. Deregistering for courses and examinations

- a) Any student who decides not to participate in a course should deregister no later than in the first week of the teaching period.
- a) Any student who decides not to participate in an examination should deregister no later than one week before the date of the examination.
- b) Registered students who do not participate in a course or examination and who do not deregister in time will be recorded as no-shows.

5. Registering after the deadline

- a) Registration after the deadline is not permitted. Students who, for whatever reason, wish to register after the registration deadline for a course has passed may submit a request for late placement.
This will be done on a first-come, first-served basis, provided this is permitted by the teaching format for the course and as long as there are places available.
- b) Submitting a request for late placement is possible up to one day before the start of the course.
- c) Students who submit a request for late placement on a course may not specify which group they wish to join.
- d) The faculty may determine that late placement is not possible for a course. This will be stated in the Study Guide, if applicable.
- e) Late placements start one week before the beginning of the course and are completed no later than on the Monday of the second week of the teaching period.
- f) Late placements on courses in the first teaching period are not possible because registration for these courses is permitted until the first week of the teaching period.