

Regulations for registering for courses and examinations

Adopted by the Executive Board on 17 November 2020.

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. This is why VU Amsterdam makes it compulsory for students to register for courses and examinations. Students who have registered in good time are guaranteed that they can participate in the courses and examinations of their choice. In order to have a good idea of the number of students expected, VU Amsterdam asks its students to deregister in good time for courses and/or examinations that they will not be taking. This ensures a place becomes available for a fellow student and enables lecturers to prepare their classes more effectively and teaching to be organized more efficiently. 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 room capacity available.

1. Registration and deregistration periods

- a) It is possible to register for courses and examinations until four weeks before the course starts. The specific periods in which registration and deregistration are possible are published on VU.net 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 registration period that applies for the course.
- e) Students who decide not to do a course or examination for which they have registered must deregister.

2. Registering for courses

- a) The student registers for each course he/she plans to do and selects the teaching format in which he/she wishes to participate.
- b) If applicable, the student also selects the desired group within a teaching format. The Study Guide indicates the cases in which this is or is not possible.
- c) The faculty may set a maximum for the number of students able to participate in a course. If applicable, this will be indicated in the Study Guide.
- d) The faculty can determine that registration is not possible for a course. If applicable, the method of registration will be indicated in the Study Guide.

3. Registering for examinations/resits

- a) By registering for a course, the student simultaneously registers for all first (constituent) examinations associated with the course.

- b) Students who wish to participate in an examination only must register for it during the registration period for the course.
- c) Students who achieved an unsatisfactory result on the first opportunity will automatically be 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 given a no-show and will not be automatically registered for the resit. These students will need to register for the resit themselves. In this case, registration for the resit is possible up to one week before the resit.
- e) Students who deregister for the first examination opportunity will not automatically be registered for the resit. These students will need to register for the resit themselves. In this case, registration for the resit is possible up to one week before the resit.
- f) In order to participate in an examination, the student must be registered for it.

4. Deregistering for courses and examinations

- a) Any student who decides not to participate in a course should deregister at the latest in the first week of the teaching period.
- b) Any student who decides not to participate in an examination should deregister at the latest one week before the date of the examination.
- c) Registered students who do not participate in a course or examination and do not deregister in time will be given a no-show.

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 can submit a request for late placement. This will be done on a first-come, first served basis insofar as the teaching format for the course permits it and 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 cannot choose a group.
- d) The faculty can determine that late placement is not possible for a course. If applicable, this will be indicated in the Study Guide.
- e) Late placement begins one week before the start of the course and is completed at the latest on the Monday of the second week of the teaching period.
- f) Late placement on courses in the first teaching period is not possible because registration for these courses is permitted until the first week of the teaching period.

Disclaimers:

- 1) VUnet is currently replaced by VUweb.
- 2) The information to be found in the Study Guide is expected to be implemented in the 2021-2022 academic year.
- 3) A request for late placement referred to in article 5 is expected to be implemented in the 2021-2022 academic year.