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**2019-2020  
HU Enrolment  
Regulations**

## 2019-2020 HU Enrolment Regulations

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## **2019-2020 HU Enrolment Regulations**

**Twenty-second revised version, adopted by the Executive Board on May 21<sup>st</sup> 2019 as approved by the University Council on May 28<sup>th</sup> 2018.  
This revised version comes into effect on September 1<sup>st</sup> 2019.**

### **Previous versions:**

**Twenty-first revision: BV/JZ/18.003**

**adopted by the Executive Board on April 13th 2018 as approved by the University Council on July 4th 2018.**

### 1 INTRODUCTION

The HU University of Applied Sciences Utrecht uses Studielink (Study Link). Therefore, students will have to apply and enrol in a study programme via Studielink for any study programme registered with the CROHO Central Register of Higher Education Study Programmes. Studielink ensures that the student's application details are sent to the institution and the DUO Educational Services Agency. However, the university has the ultimate responsibility for registering the student.

Chapter 7 of the Higher Education and Research Act ("the Act") contains the statutory requirements for registering for a study programme at a university of applied sciences. This also stipulates that a university has to establish additional procedural rules regarding the enrolment of students and external students. These additional rules have been set down in the HU Enrolment Regulations and these regulations form an integral part of the HU Student Charter.

The HU Enrolment Regulations have been determined by the Executive Board and apply to all funded study programmes at HU. These regulations do, in principle, not apply to unfunded study programmes, unless explicitly indicated otherwise (see, for instance, Article 9). These regulations are based on the legislation as set down in the Act, as well as on the university's policy based on this legislation.

Formally authorised to enrol and take any associated decisions, all this within the limits of the regulations, is the institutional director, with the exception of decisions for which it has been explicitly stated that these are to be taken by the Executive Board. However, in a certain number of cases this authority mandated to the institutional director will, in fact, be exercised by the Enrolment Office (Bureau Inschrijving) under the responsibility of the institutional director.

The HU Enrolment Regulations stipulate which subjects may, or should, be further regulated at the faculty level. This concerns the determination of content-related requirements (such as admission requirements). Assessment in this respect will remain with the faculties at all times.

Where the HU Enrolment Regulations correspond to the text of the Act, this has been highlighted by the inclusion of the relevant Act's article number in brackets. Only the most relevant stipulations of the Act have been included in order to keep the HU Enrolment Regulations readable.

The various tuition fee amounts can be checked via the Enrolment Office's tuition fee calculator:  
<https://www.hu.nl/collegegeld-en-betalen>

### 2 DEFINITIONS

#### Article 1 Definitions

The following definitions are used in these regulations:

1. **BRON Basic Register of Education for Higher Education:**  
A central register, kept by the DUO agency, recording the details of individuals registered at a university of applied sciences or an academic university. BRON includes all the enrolment and unenrolment data, and examination and diploma details of funded institutions for higher education.
2. **Abroad:**  
"Abroad" in this regulation is understood to mean outside the national borders of the European part of the Kingdom of the Netherlands
3. **Examinations Appeals Tribunal:**  
An appeals tribunal for interested parties (students, prospective students, and external students) attached to a university, as referred to in Article 7.60 of the Act. Its composition, duties, and authorities are arranged for in the HU Student Legal Protection Regulations.
4. **Executive Board:**  
The managing body of the university, also managing the "Stichting Hogeschool Utrecht" (HU Foundation) pursuant to Article 10.8 of the Act.
5. **Part-time study programme:**  
A study programme designed in such a way so as to allow a student to work alongside his or her studies. Certain work may be recognised as a course under specific circumstances, and the competences required through this work can be assessed (7.27).
6. **Work-study programme:**  
A study programme organised in such a way that the educational programme is interchanged for one or more periods with professional practice linked to that study programme. The study programme consists of an educational and a professional practice component. The professional practice is part of the educational programme and, therefore, may provide course credits (7.7.2).
7. **DUO Educational Agency:**  
the implementing body of the Ministry of Education, Culture and Science.
8. **EEA European Economic Area:**  
The EEA comprises the following countries: Belgium, Bulgaria, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Croatia, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, The Netherlands, Norway, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Czech Republic, United Kingdom, and Sweden.
9. **Examination Board:**  
The Examination Board as referred to in Article 7.12 of the Act shall determine, in an objective and competent manner, whether a student fulfils the conditions set by the EER Education and Examination Regulations in respect of the knowledge, insight, and skills that are needed in order to obtain a degree.
10. **Examination fees:**  
Any individual who enrolls in a study programme as an external student must pay examination fees. The Executive Board determines the examination fees for any given academic year.

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11. External student:  
Any individual who enrolls as an external student at the university in accordance with Article 7.32 ff. of the Act may sit (final) examinations and use certain educational facilities, but does not have the right to attend classes.
12. Disputes Advisory Committee:  
The committee as referred to in Article 7.63a of the Act, which advises the Executive Board on disputes pertaining to other decisions than those referred to in Article 7.61 of the Act, or, alternatively, the lack thereof. Its composition, duties, and authorities are arranged for in the HU Student Legal Protection Regulations.
13. University:  
The HU University of Applied Sciences Utrecht (HU) as maintained by the HU Foundation.
14. Main phase:  
The post-propaedeutic phase of a degree programme, which is concluded by the final examination.
15. HU Student Legal Protection Desk:  
A facility established by the Executive Board as referred to in Article 7.59a.59 of the Act, where students may lodge complaints and appeals and which is responsible for passing on these matters to the relevant body.
16. Institutional tuition fees:  
The tuition fees as determined by the Executive Board for any given academic year for students who enrol in a study programme provided by the university and who, on the grounds of Article 7.45a paragraph 1 of the Act, are not eligible for the legal tuition fees.
17. Institute  
An organisational unit responsible for fulfilling core duties, especially the provision of:
  - one or more CHOHO registered bachelor's degree programmes (full-time/part-time/work-study variants) and/or pre-bachelor's degree programmes and/or
  - one or more master's degree programmes and/or
  - post-initial courses, and/or
  - commercial activities, such as short courses.
18. Institutional director:  
The person who manages an institute, with duties and authorities as described in the Management and Control Regulations.
19. The Netherlands:  
"The 'Netherlands'" in this regulation is understood to mean within the national borders of the European part of the Kingdom of the Netherlands.
20. HU EER Education and Examination Regulations:  
The regulations for study programmes or groups of study programmes as referred to in Article 7.13 of the Act. The principal education and examination regulations for the entire university are described in the HU Education and Examination Regulations. Further details of, and additions to, these regulations are, at the programme level, included in the study guides for the study programmes.
21. Study programme:  
A set of associated courses that is aimed at realising well-defined objectives in terms of the knowledge, insight, and skills that an individual should have acquired once he or she has completed the study programme. Programmes are designed as full-time, part-time or work-study programmes (7.3.2).

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22. **Propaedeutic phase:**  
The phase preceding the main phase of a degree programme comprising 60 ECTS credits, which is concluded by a propaedeutic examination (7.8.2), unless otherwise specified in the study guides for the study programmes.
23. **Student:**  
Any individual enrolled as a student at the university in accordance with Article 7.32 ff. of the Act or other statutory regulations. A student can be enrolled in a full-time, part-time or work-study variant of a study programme. The student's rights and obligations are described in the HU Student Charter as determined by the Executive Board.
24. **Study guide:**  
An information guide for students of one or more study programmes as determined by the Departmental Management Board. The study guide includes the EER for the specific study programme, which are an elaboration and supplement to the EER at the programme level.
25. **Academic year:**  
The time period starting on 1 September and ending on 31 August of the following year as referred to in Article 1.1 of the Act.
26. **Studielink:**  
the national electronic system used by all universities in the Netherlands. Anyone planning to enrol as a student should apply for (re-)enrolment online via Studielink. The student is also to use Studielink to issue an electronic payment authorisation, to unenrol during an academic year or to keep the university informed of a change of address.
27. **Full-time programme:**  
A full-time programme is a programme the design of which does not take into account any activity other than educational activities. Work in the form of internships or work placements are part of the educational programme and can, therefore, provide course credits.
28. **AVE Act:**  
The Education and Vocational Education Act as published in the Bulletin of Acts and Decrees (Staatsblad) 1995, number 501, including subsequent amendments and additions.
29. **Legal tuition fees:**  
The tuition fees determined for any given academic year for full-time, part-time, and work-study students who fulfil the requirements as referred to in Article 7.45a of the Act.
30. **The Act:**  
The Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek; WHW), as published in the Bulletin of Acts and Decrees (Staatsblad) 1992, no. 593, including subsequent additions and amendments.

### 3 GENERAL PROVISIONS

#### Article 2 Statutory foundations

1. The statutory requirements for registering for a university study programme as described in Titles 7.2 and 7.3 of the Act have been included in these HU Enrolment Regulations.
2. A number of procedural regulations regarding the enrolment of students and external students that only apply to HU have been added to these HU Enrolment Regulations.
3. The HU Enrolment Regulations are part of the HU Student Charter.

#### Article 3 Scope and mandate

1. These regulations are applicable to enrolments in Associate degree, bachelor's and master's degree programmes at the university, unless explicitly stated otherwise. These regulations do not apply to unfunded study programmes, unless explicitly indicated, e.g. in Article 9.
2. Where these regulations refer to students, they may be taken to be a full-time, part-time or work-study student, unless explicitly stated otherwise in the relevant article or chapter.
3. The university's authority to enrol and revoke or cancel the enrolment is mandated by the Executive Board to the institutional director, unless the relevant regulations explicitly indicate that the authority is exercised by the Executive Board.

#### Article 4 Publicity and Communication

1. The university ensures that the Enrolment Regulations are published in a timely manner before the start of any given academic year.
2. Decisions regarding the programme selection check, decentralized selection, enrolment and unenrolment and other communications from the Enrolment Office are sent electronically to the email address specified in Studielink by the (prospective) student for that purpose. Decisions regarding (payment of) tuition fees will always be communicated to the email account of the student of the University of Applied Sciences from the moment that the student has been registered. The (prospective) student himself or herself is responsible for the accessibility of these email addresses and for checking their inboxes regularly<sup>1</sup>.

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<sup>1</sup> The (prospective) student is also expected to check the spam folder if necessary, as it cannot be ruled out that emails from the University of Applied Sciences end up there.



### 4 APPLICATION PROCEDURE

#### **Article 5 Applying for enrolment for the first year of the associate degree programme<sup>2</sup> or the propaedeutic phase of a bachelor's degree programme**

1. This Article only applies to the first<sup>3</sup> enrolment for the relevant programme at the University of Applied Sciences for the first year of the associate degree (AD) programme or the propaedeutic phase of a bachelor's degree programme. Enrolment as a student for these programmes is only possible if the requirements as specified in this Article have been met.
2. This Article does not apply to degree programmes for which a selection procedure has been set up.
3. The programme selection activities of the University of Applied Sciences ("Programme selection check") consist of a digital intake form, a more detailed programme selection activity (matching) and a programme selection recommendation. If the prospective student at the time of his enrolment resides abroad, the programme selection activity will be offered in such a (digital) form that physical presence will not be required. If the prospective student has engaged in a programme selection activity, the prospective student is entitled to a programme selection recommendation.
4. The person who wants to enrol in a full-time bachelor's degree or associate degree programme, and who resides in the Netherlands at the time of registration, must register with the University of Applied Sciences through Studielink by 1 May prior to the start of the academic year in question. (7.31a.1) The prospective student must return the electronic intake form by 1 June and is under an obligation to take part in programme selection activities. Only then will the prospective student be entitled to admission and a programme selection recommendation. If the prospective student fails to return the electronic intake form within the term specified, he or she will cease to be entitled to admission and will not be entitled to take part in further programme selection activities or receive a programme selection recommendation either (7.31b).
5. The person who wants to enrol in a full-time bachelor's degree or associate degree programme, and who resides outside the Netherlands when registering, must register with the University of Applied Sciences through Studielink before 1 September. The prospective student will be entitled to admission if he or she has returned the electronic intake form within 1 month after registering, but no later than 15 September. The prospective student has the option to request a programme selection activity, but this will not be compulsory.
6. The person who wants to enrol in a work-study bachelor's degree or associate degree programme, and who resides in the Netherlands when registering, must register with the University of Applied Sciences through Studielink before 1 September<sup>4</sup>. The prospective student will be entitled to admission if he or she has completed and returned the electronic intake form within 1 month after registering, but no later than 15 September, and takes part in further programme selection activities, provided these are still offered as per the regular schedule.

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<sup>2</sup> The associate degree programme doesn't have a propaedeutic phase. The first year of the associate degree programme are the first 60 EC.

<sup>3</sup> If a student unenrols during the study programme and then re-enrols in the following academic year, this is also a case of initial enrolment, not a subsequent enrolment.

<sup>4</sup> In the event of enrolment for a work-study variant of a bachelor's or AD programme, the Institutional director may permit enrolment until 30 September on the basis of Article 7 paragraph 6.

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7. The person who wants to enrol in a work-study bachelor's degree or associate degree programme, and who resides outside the Netherlands when registering, must register with the University of Applied Sciences through Studielink before 1 September<sup>2</sup>. The prospective student will be entitled to admission if he or she has returned the electronic intake form within 1 month after registering, but no later than 15 September. The prospective student has the option to request a programme selection activity if one is offered as per the regular schedule, but this is not compulsory.
8. The person who wants to enrol in a regular part-time variant of a bachelor's degree or associate degree programme must register with the University of Applied Sciences through Studielink before 1 September<sup>5</sup>. The prospective student is not required to return a digital intake form. The prospective student who has registered by 1 May may request another programme selection activity. The prospective student who registered after 1 May can only participate in another programme selection activity if that is still being offered in the regular programme and there is still a place available.
9. The person who wants to enrol in a part-time film variant of a bachelor's degree or associate degree programme that is part of the Flexibility Pilot (see Article 7a) must register with the University of Applied Sciences through Studielink. The number of start dates may vary from programme to programme. The website and the study guide for the relevant course state which start dates apply to the relevant course and the deadlines for registration.

The prospective student will receive a digital intake form and invitation for a further programme selection activity in the form of a consultation. If the prospective student returns the digital intake form and participates in the programme selection activity, he or she is entitled to a programme selection recommendation. However, this is not required for the right to be admitted.

10. After registration for a part-time or work-study variant, from 1 September it will not be possible to switch to the full-time variant in the course of the academic year. Refer to Article 25 paragraph 2 for the possibilities of switching to another variant of the programme.
11. The person who has been enrolled in an academic programme in the academic year prior to the academic year for which he or she is seeking enrolment, as substantiated by supporting documentation, must register with the University of Applied Sciences through Studielink before 1 September. The prospective student will be entitled to admission if he or she has completed and returned the electronic intake form within 1 month after registering, but no later than 15 September, and takes part in programme selection activities, provided these are still offered as per the regular schedule. (i.a. 7.31a.5).
12. The person who has enrolled in the propaedeutic or similar phase of a programme at a University of Applied Sciences by 1 May, but who wants to change programmes, must register with the University of Applied Sciences through Studielink before 1 September. The prospective student will be entitled to admission if he or she has completed and returned the electronic intake form within 1 month after registering, but no later than 15 September, and takes part in programme selection activities, provided these are still offered as per the regular schedule. (7.31c).

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<sup>5</sup> In the event of enrolment for a regular part-time variant of a bachelor or AD programme, the Institutional director may permit enrolment until 30 September on the basis of Article 7 paragraph 6.

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13. The prospective student who has enrolled in time<sup>6</sup> for a course for which a selection procedure has been implemented, but is not registered for this course, may use Studielink to enrol for another course at the University of Applied Sciences before 1 September. The prospective student is then entitled to admission. The prospective student is not obliged to return the digital intake form, if sent, and has no right to a further programme selection activity or a programme selection recommendation.

### Article 6 Attending a further programme selection activity

1. If attending a further programme selection activity is required based on Article 5, enrolment is solely possible if the department responsible for the degree programme has recorded that the prospective student has fulfilled this requirement.
2. The format of the programme selection check will be described at [www.studiekeuze.hu.nl](http://www.studiekeuze.hu.nl) under the practical information about the relevant degree programme<sup>7</sup>.
3. The prospective student will be invited to attend the further programme selection activity in a timely manner via the email address entered in Studielink, or by phone.
4. Attending the further programme selection activity gives the prospective student the right to a programme selection recommendation.
5. If, for a valid reason of exceptional circumstances as described in Appendix 2 of these regulations, the prospective student is unable to attend the further programme selection activity, her or she is obliged to send a notification of absence as soon as possible and in any case before the start of the further programme selection activity. If these specific circumstances stand in the way of timely notification, the prospective student must report this as soon as possible.
6. The Institutional director will decide as to whether these were exceptional circumstances that made it impossible for the prospective student to participate in further programme selection activity or to give notification of his withdrawal in good time. If asked, the prospective student should supply evidence of the exceptional circumstances on which they plead.
7. If it is established that there are special circumstances as a result of which the prospective student has not given timely notification of his withdrawal from, or has not been able to participate in the programme selection activity, the prospective student will be invited for the next further programme selection activity and is required to participate in that.
8. If in the situation described in the previous paragraph no further programme selection activity is offered as per the regular programme, the Institutional director will grant exemption from the obligation of participation in the further programme selection activity as referred to in paragraph 1 of this Article.
9. If the student fails to attend the further programme selection activity for any valid reason and/or fails to send notification of absence in a timely manner, the right to admission to the study programme will be cancelled and the enrolment request will be denied.

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<sup>6</sup> In the event of a course with decentralized selection, the student must have enrolled by 15 January; for courses with additional admission requirements (Speech Therapy and Arts Therapies) the student must have enrolled by 1 May.

<sup>7</sup> It also stipulated here as to whether and how a prospective student can attend a programme selection activity when this is not obligatory.

### 5 ENROLMENT PROCEDURE

#### Article 7 General requirements

1. Any individual wishing to make use of the educational facilities, examination facilities or facilities of any other nature for the purpose of their initial education<sup>8</sup> at the university, should enrol as a student (7.32.1).
2. Whoever enrolls as an external student may take course and final examinations and use certain educational facilities, but does not have the right to attend classes.
3. Enrolment takes place through an application in Studielink to this end. The enrolment procedure will not be initiated until the (external) student has applied for the degree programme in which he or she wishes to be enrolled via Studielink in advance, in accordance with the procedural regulations stipulated under or pursuant to the law.
4. Enrolment is per degree programme and for a certain variant (full-time, part-time or work-study). Enrolment is effected by the institutional director of the institute that provides the degree programme. (7.32.3)
5. With regard to professional practice within a work-study programme, a civil law three party agreement will be entered into with the institute management, the student and the company or organization where professional practice takes place. In this agreement, with due regard for the Education and Examination Regulations, the following will be arranged as a minimum:
  - a) the duration of the agreement and the duration of the period or periods of professional practice;
  - b) the student's supervision;
  - c) the qualities with respect to knowledge, insight and skills that students need to achieve during the period or the periods of professional practice and the assessment of these, and;
  - d) the cases in which, and the manner in which the agreement can be dissolved prematurely (7.7.5).
6. Enrolment is effected from 1 September and runs until 31 August of the following calendar year, unless the student is unenrolled prematurely.
7. The institutional director may permit an application for enrolment as of 1 September that is submitted after 1 September but before 1 October, if the following requirements have been fulfilled:
  - a) it concerns an application for enrolment in a master's degree programme or the regular part-time or work-study variant of a Associate degree or bachelor's degree programme, and
  - b) the university can determine by 30 September at the latest that the student fulfils the requirements for enrolment.
  - c) It concerns an application for enrolment in a work-study programme and, if the institutional director decides as so, the electronic intake is returned within the period set by the institutional director.

Such a request may be granted both in individual cases and in respect of enrolment in a (variant of a) degree programme. The enrolment will be regarded as an enrolment for the entire academic year.

8. A request for enrolment after 1 September that cannot be permitted under paragraph 7, will be regarded as an application for interim enrolment. Criteria for interim enrolment may be laid down in the study guide.

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<sup>8</sup> Article 9 applies to enrolment in a post-initial master's degree programme.

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Interim enrolment takes effect on the first day of the month following the verification that all the enrolment requirements have been fulfilled or, alternatively, on a later date as requested by the student (but always as of the first day of a month). This form of registration will not have a retrospective effect<sup>9</sup>.

9. If the student was unable to enrol as of 1 September of the academic year due to a binding negative recommendation on the continuation of their studies and they have successfully lodged an appeal against this recommendation but the decision on this appeal was taken on or after 30 September of the relevant year, the student may request to still be enrolled as of 1 September of the academic year. Insofar as they have not already done so, the student should submit a request to his end via Studielink within one month after the date of the appeal and should also fulfil all the requirements for enrolment within this period.

This also applies if a prospective student has successfully appealed against a decision by the institutional director pertaining to the refusal of admission as referred to in Article 5 of this regulation.

10. Each enrolment in a degree programme must follow the application and enrolment procedures as described in Chapters 4 and 5 of these regulations.
11. A student's identity and prior education will be centrally verified upon receipt of the application for an initial<sup>10</sup> enrolment in a degree programme via Studielink. If central verification is not possible, the following documents need to be submitted to the university:
  - a. a copy of a valid passport or European identity card;
  - b. a certified copy of the diploma or certificate as referred to in Article 10 or, alternatively, 16, and the associated list of marks<sup>11</sup>, if requested.

The university will also need to receive:

- c. certificates of admission as described in Chapter 9, if applicable;
  - d. the other documents as stipulated by the institutional director;
  - e. for non-EEA subjects aged 18 or older: evidence (document or written statement) of lawful residence in the Netherlands<sup>12</sup>;
  - f. written evidence that the payment obligations as determined in Chapter 10 have been satisfied.
12. Follow-up enrolments in the subsequent curriculum years of a degree programme are deemed to come into effect by applying for re-enrolment in Studielink before 1 September of each relevant academic year. Payment of the tuition fees due, or the issue of a guarantee of this payment, must take place before the beginning of this academic year. This solely applies in the case of consecutive enrolment in the same degree programme variant; all other cases will be regarded as an initial enrolment as referred to in paragraph 11. Follow-up enrolment is not possible if the student was issued with a binding negative recommendation on the continuation of their studies for the relevant degree programme or degree programmes with a joint propaedeutic year (7.8b.5).
  13. If their enrolment was successfully completed, the student will receive a student card or any other type of documentary evidence of enrolment issued by the institutional director. The student card will state that the rights and obligations attached to enrolment are included in the HU Student Charter (7.33.2).

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<sup>9</sup> In case of re-enrolment in the same year after a termination of the enrolment because the tuition fees were not paid (article 31 paragraph 4) the Institutional director can re-enrol the student per the first of the month in which the student fulfilled all the requirements for enrolment.

<sup>10</sup> When a student unenrols ad interim and subsequently re-enrols, this also applies as an initial enrolment and, therefore, not as a follow-up enrolment.

<sup>11</sup> A common (standard?) photocopy will suffice for foreign documents, unless a certified photocopy is requested after all.

<sup>12</sup> A student who reaches the age of 18 after their enrolment in study programme does not have to be checked for the status of their residency ad interim, unless this student enrolls in another study programme (so-called 'switcher').

**Article 7a Part-time Variant Flexibility Pilot**

For part-time variants of degree programmes that take part in the Part-time Variant Flexibility Pilot, there are a maximum of 3 additional dates in each academic year by which a student can enrol, apart from the regular enrolment deadline of 1 September. These enrolment dates are included in the website and in the study guide for the relevant degree programme.

An enrolment in a part-time variant of one of these degree programmes as per one of the dates as referred to in the previous sentence, is considered to be a regular enrolment and does not qualify as an interim enrolment as referred to in Article 7, paragraph 8.

### 6 ENROLMENT REQUIREMENTS

#### Article 8 Enrolment as an external student

1. Enrolment for a degree programme as an external student is only possible for (variants of) programmes for which the Executive Board has established that enrolment as an external student is permitted. Enrolment as an external student is open to any individual who has met the same requirements as those for enrolment as a student. (7.37.1).
2. For a list of (variants of) degree programmes as determined by the Executive Board, interim enrolment as an external student is possible similarly to the provisions of Article 7, paragraph 7 for contract course students who have paid for, and completed, or will complete, all the modules of the corresponding contractual curriculum. Furthermore, an examination fees refund arrangement applies in case of enrolment as an external student in one of these degree programmes.
3. The other provisions in these enrolment regulations similarly apply to enrolment as an external student, unless the special nature of this enrolment opposes this applicability or specific arrangements have been made for enrolment as an external student.

#### Article 9 Enrolment in a post-initial master's degree programme

1. Application for enrolment in a post-initial master's degree programme is open to any individual who:
  - a) fulfils the admission requirements as determined by the institute. These are published on the website of the relevant study programme; and
  - b) has entered into a contract with the institute that provides for the payment and any potential refunds of the course fees and any other contributions; and
  - c) has applied for the relevant study programme via Studielink, in accordance with Article 7, paragraph 11 sub a-f of these regulations.
2. Enrolment will be further arranged in accordance with the rules of a procedural nature as determined by the Executive Board.
3. If their enrolment was successfully completed, the student will receive a student card or any other type of documentary evidence of enrolment issued by the institutional director.
4. Follow-up enrolments in the subsequent curriculum years of a study programme are deemed to come into effect by applying for re-enrolment in Studielink before 1 September of each relevant academic year.
5. The refusal to enrol a student is announced in writing with a clarification of the reasons, and includes information on the possibility to lodge an appeal against the refusal with the institutional director. Refund of the course fees takes place in accordance with the provisions of the contract as referred to in paragraph 1 sub b.
6. Any enrolment may be withdrawn and/or terminated by the university on the grounds as referred to in Article 31 of these regulations.

## 7 PRIOR EDUCATION REQUIREMENTS FOR BACHELOR'S DEGREE PROGRAMMES

### Article 10 Prior education requirements for Associate degree and bachelor's degree programmes

1. An individual can solely be enrolled as a student in the propaedeutic year of an Associate degree or bachelor's degree programme if they hold:
  - a. a pre-university secondary school diploma or comparable, or
  - b. a higher general secondary school diploma or comparable, or
  - c. an AVE Act based vocational secondary school diploma for a middle-management training programme<sup>13</sup>, a specialist diploma, or a professional diploma<sup>14</sup> designated by ministerial regulation as referred to in Article 7.24 of the Act, or comparable.
2. Holders of a certificate of a successfully passed propaedeutic year examination issued by a professional or academic university, as well as holders of a bachelor's or master's degree, are exempted from the prior educational requirement as referred to in paragraph 1, as is any individual who has access to academic or higher professional education in a country of a party that has ratified the Treaty on the recognition of qualifications in higher education in the European region, unless the institutional director can demonstrate that there is a significant difference in qualification between the foreign qualification and the general admission requirements<sup>15</sup> (7.28.1).
3. The institutional director grants the holder of a diploma designated by ministerial regulation, which is recognised as being at least equal to one of the diplomas as referred to in paragraph 1, exemption from the prior education requirement as set in paragraph 1 (7.28.2).
4. The institutional director may exempt the holder of a diploma other than referred to in paragraph 2 of 3 but recognised by the examination board for the relevant study programme as being evidently at least equal to one of the diplomas as referred to in paragraph 1, from the prior education requirement as set in paragraph 1 (7.28.2).
5. If the diploma referred to in Article 2, 3 or 4 was issued outside the Netherlands, the institutional director may not grant exemption from the prior education requirement as set in paragraph 1 until the examination board has received evidence of sufficient command of the Dutch language so that the study programme can be successfully pursued, and has given the institutional director its positive advice on this matter (7.28.2).

It is not possible to already enrol as a student in a study programme as long as the aforementioned evidence has not been produced as yet, not even on the condition that the examinations or partial examinations will not be sat until this evidence has been produced (7.28.2).

6. Students with non-Dutch prior education attending a study programme taught in Dutch should submit evidence of the successful completion of the NT2 II state examination.

In the studyguide and on the website of the programme you wish to enrol in, you can find if it's mandatory to have successfully completed all parts of the NT2 state examination, or just some parts<sup>16</sup>.

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<sup>13</sup> The university waives the right to administer a deficiency examination to students with a so-called unrelated vocational secondary school diploma at level 4.

<sup>14</sup> The vocational secondary school diplomas obtained before the AVE Act came into effect and that gave access to higher professional education are regarded as equivalent pursuant to a transitional provision. (Article 12.2.1 of the AVE Act). Pre-university, higher general and vocational secondary school diplomas include the diplomas as referred to in legislation pertaining to BES Islands (Bonaire, St Eustatius, Saba) and diplomas obtained before 10 October 2010 in (all) the Dutch Antilles.

<sup>15</sup> The institutional director could demonstrate a significant difference in qualification by way of an advice issued by Nuffic, for instance.

<sup>16</sup> The NT2 state examination consists of 4 parts; reading, listening, speaking and writing. For every part you can get a partial certificate. If all 4 parts are completed successfully the diploma NT2 is issued.



Exemption from the requirement above is granted in case of:

- a vocational secondary school diploma at level 4, a higher general or pre-university secondary school diploma issued in Surinam;
- the same for Dutch-taught curriculums, issued in Curaçao, St Martin, the BES Islands and Aruba;
- diplomas for Dutch-taught curriculums issued in Belgium;
- IB diplomas, provided Dutch as Language A (SL or HL) or as Language B at HL was passed with a final grade of 4, 5, 6, or 7, respectively;
- EB diplomas with Dutch as language 1 or 2 (if examined in writing);
- a certificate for Dutch as a Foreign Language, Language Proficiency HO (PTHO) or Academic Language Proficiency (PAT) profile or the examinations 'Educational Starting Qualification' or 'Educational Professional'
- the NT2 examination of the Radboud University, level B2 of the European Framework.
- In case of force majeure, determined by the Institutional Director, by which it is impossible to attend the NT2 state examination<sup>17</sup>. If that's the case, before the student can be enrolled, it must be tested if he has sufficient command of the Dutch language so that the study programme can be successfully pursued. This test will be carried out by a NT2 teacher, who is appointed in advance by the examboard. At least level B2 of the European Framework must be met.

7. If the diploma referred to in paragraph 2, 3 or 4 was issued outside the Netherlands and the study programme is taught in English, the institutional director may not grant exemption from the prior education requirement as set in paragraph 1 until the examination board has received evidence of sufficient command of the English language so that the study programme can be successfully pursued and has given the institutional director its positive advice on this matter<sup>18</sup>.

It is not possible to already enrol as a student in a study programme as long as the aforementioned evidence has not been produced as yet, not even on the condition that the examinations or partial examinations will not be sat until this evidence has been produced.

### Article 11 Entrance examination

1. The institutional director may exempt persons who have reached the age of 21 or older before 1 September of the academic year in which they wish to enrol and who do not fulfil the prior education requirement as set in Article 10, paragraph 1, from this prior education requirement if they evidently demonstrate in an examination by the examination board or any other board appointed by the institutional director:
- a. their suitability for the relevant study programme; and
  - b. their sufficient command of the Dutch language so as to be able to successfully pursue this study programme<sup>19</sup> (7.29.1); or
  - c. their sufficient command of the English language if the study programme is taught in English, so as to be able to successfully pursue this study programme<sup>20</sup>.

It's also possible to deviate from the age limit if, in special cases, a diploma can't be submitted<sup>21</sup>.

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<sup>17</sup> We speak of force majeure if there's an event outside the will or fault of the student, and which the student could not have foreseen. For the enrollment as of 1 September 2019, a general pardon will be granted, due to the temporary withdrawal of the NT2 state exams by DUO.

<sup>18</sup> The HU University of Applied Sciences must adhere to the Code of Conduct for International Students. As regards the English language examination, the Code of Conduct determines that universities of applied sciences should examine other international students by way of one of the following exams: IELTS, TOEFL, TOEIC, Cambridge ESOL. The use of an own language exam is not permitted, unless it is validated by the National Board on the advice of the RCEC Research Centre for Examinations and Certifications. For the required scores, see Appendix 1. Exemption is granted to students with a diploma of English-taught prior education if, and insofar as, it is included in the list published by Nuffic to this end or has been confirmed by Nuffic in another way.

<sup>19</sup> See footnote 13.

<sup>20</sup> See footnote 14.

<sup>21</sup> Refugees, for instance.

2. The institutional director may exempt persons who do not meet the requirements set in article 10, or can't produce the diploma issued outside the Netherlands, from this prior education requirement if they successfully complete the pre-bachelor programme which the HU offers, by which evidently is demonstrated that:
  - a. their suitability for the relevant study programme; and
  - b. their sufficient command of the Dutch language so as to be able to successfully pursue this study programme<sup>22</sup> (7.29.1); or
  - c. their sufficient command of the English language if the study programme is taught in English, so as to be able to successfully pursue this study programme<sup>23</sup>.
3. As regards the holder of a diploma issued outside the Netherlands that (doesn't give access based on article 10, but) gives access to higher education in the home country, the institutional director may deviate from the age as referred to in paragraph 1. This is possible insofar as it concerns a study programme in the area of arts or in exceptional circumstances<sup>24</sup> if the diploma issued outside the Netherlands cannot be produced (7.29.3).
4. The entrance examination requirements for each study programme for a certain academic year will be determined by, or on behalf of, the institutional director and published by November of the preceding academic year on the HU-wide website <http://www.toelatingsonderzoek.hu.nl>. For new study programmes, this term may be exceeded, provided that the entrance examination requirements are published as soon as possible.

### Article 12 Further prior education requirements

1. The subject combination(s) covered by the higher general and pre-university secondary school diploma as referred to in Article 10 in order to be allowed to enrol in a degree programme or group of programmes have been designated by ministerial regulation (7.25.1). Subjects and other curriculum components that must have been examined in order to obtain the higher general and pre-university secondary school diploma as referred to in the first full sentence<sup>25</sup> (7.25.2), can also be designated by ministerial regulation.
2. Subjects and other curriculum components that must have been examined in order to obtain the middle-management vocational secondary school, specialist or professional diploma as designated by ministerial regulation as referred to in Article 10, in order to be allowed to enrol in a study programme or group of programmes (7.25.3), can be designated by ministerial regulation.
3. The institutional director may determine that a holder of diploma or certificate (as referred to in Article 10) that does not fulfil the requirements as referred to in paragraphs 1 and 2 of this article is nevertheless enrolled, on the condition that, in terms of content, comparable requirements are evidently met. Following an additional examination, the examination board and/or admission board should advise the institutional director as to whether these comparable requirements have been fulfilled. The comparable requirements must be fulfilled before the start of the study programme<sup>26</sup> (7.25.5). The result of this additional examination is valid for 6 years.
4. The subject combination(s) as referred to in paragraph 1 of this article, the subjects and other curriculum components as referred to in paragraphs 1 and 2, and requirements set for the additional examination as referred to in paragraph 3, are included in the study guide for the relevant degree programme (7.25.5).

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<sup>22</sup> See footnote 13.

<sup>23</sup> See footnote 14.

<sup>24</sup> Refugees, for instance.

<sup>25</sup> The required subject combinations, subjects and curriculum components are included in the 2007 Regulations for the prior education requirements for higher education, Government Gazette No. 109, dated 11 June 2007, including later amendments.

<sup>26</sup> By the ministerial 2007 Regulation of designating study programmes in higher education regarding deficient students (Government Gazette No. 160, dated 21 August 2007, including later amendments), study programmes have been designated for which comparable requirements must have been fulfilled before the completion of the propaedeutic year.

### Article 13 Additional requirements

1. If the exercise of the profession(s) for which the degree programme prepares the student or the organization and design of the curriculum sets specific requirements as regards:
  - a. knowledge and skills that are not, or not adequately, taught in secondary and AVE Act based vocational education, respectively
  - b. the student's characteristics,requirements may be set in this respect by ministerial regulation in addition to the prior education requirements as referred to in Article 10<sup>27</sup>. The additional requirements are included in the study guide of the relevant degree programme. (7.26.1).
2. With regard to the enrolment for part-time programmes, requirements may be set in the study guide of the programme in question, in respect of the work activities performed during the completion of these study programmes, provided that these activities are recognized as educational units (7.27).

### Article 14 Enrolment for a major or specialisation

Enrolment for the desired major or specialisation of the relevant course is not open when access restrictions have been included in the study guide for the programme in question and the Examination Board has decided that the student has no access to the pertinent specialization (7.9.1).

### Article 15 Prior education requirements for enrolment in the main phase

1. As a requirement for enrolment in the main phase of a bachelor's degree programme the student must hold a certificate of a successfully passed propaedeutic year examination for the relevant degree programme or of a successfully passed propaedeutic year examination that this programme has in common with one or more other programmes (7.30.1).
2. The institutional director may grant exemption from the requirement, as referred to in paragraph 1, to the holder of a diploma, whether or not issued in the Netherlands. This only happens if this diploma is considered to be at least equal to the certificate as referred to in paragraph 1 by the relevant examination board (7.30.2).
3. If the diploma referred to in the previous paragraph was issued outside the Netherlands and the study programme is taught in Dutch, the institutional director may not grant exemption from the prior education requirement as set in paragraph 1 until the examination board has received evidence of sufficient command of the Dutch language so that the study programme can be successfully pursued, and has given the institutional director its positive advice on this matter (7.30.2)<sup>28</sup>.

It is not possible to already enrol as a student in the main phase of a bachelor's degree programme as long as the aforementioned evidence has not been produced as yet, not even on the condition that the examinations or partial examinations will not be sat until this evidence has been produced (7.28.2).

4. If the diploma referred to in the previous paragraph was issued outside the Netherlands and the study programme is taught in English, the institutional director may not grant exemption from the prior education requirement as set in paragraph 1 until the examination board has received evidence of sufficient command of the English language so that the study programme can be successfully pursued, and has given the institutional director its positive advice on this matter (7.30.2)<sup>29</sup>.

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<sup>27</sup> See Higher Education and Research Act Implementation Regulations, Chapter 22, published by Vermande).

<sup>28</sup> See footnote 14.

<sup>29</sup> See footnote 15.

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If the aforementioned evidence has not yet been produced, it is not possible to enrol as a student in a study programme, not even on condition that examinations or partial examinations will only be sat when said evidence has been produced. (7.28.2).

5. If, on the grounds of the previous provision of this article, a student has been granted exemption from sitting the examination for the propaedeutic year of the bachelor's degree programme, the documentary evidence of this exemption will be considered to be equal to the certificate as referred to in paragraph 1 for the purpose of enrolment in the main phase of this degree programme. A propaedeutic year certificate will not be issued in this case.
6. In anticipation of their enrolment as a student in the main phase, the examination board will, in principle, give the student enrolled in the propaedeutic year its (silent) permission during the second and any following years of their enrolment to already sit one or more course examinations as part of the final examination, unless the examination board explicitly decides otherwise (7.30.3).
7. If the institutional director believes that the educational capacity as determined for the main phase of the bachelor's degree programme for which an initial enrolment limit has been set, is inadequate for unlimited enrolment, the institutional director may refuse their application to enrol in the main phase to those who, were not enrolled in the relevant degree programme at the institute in the previous academic year (7.54).

## 8 PRIOR EDUCATION REQUIREMENTS FOR MASTER'S DEGREE PROGRAMMES

### Article 16 Prior education requirements for master's degree programmes

1. An individual can solely be enrolled in a master's degree programme if they:
  - a. hold a bachelor's degree issued by an academic university or a university of applied sciences; or
  - b. have knowledge, insight and skills at the level of a bachelor's degree issued by an academic university or a university of applied sciences; or
  - c. have access to academic or higher professional education in the country of a party that ratified the Treaty on the recognition of qualifications in higher education in the European region, unless the institutional director can demonstrate that there is a significant difference in qualification between the foreign qualification and the general admission requirements<sup>30</sup> (7.28.1); and
  - d. if required, fulfils the qualitative admission requirements as set for the relevant study programme and described in study guide for the relevant degree programme (7.30b).
2. If the student demonstrates by means of a diploma issued outside the Netherlands that they fulfil the prior education requirements, the institutional director may determine that exemption from these prior education requirements will not be granted until the examination board has received evidence of sufficient command of the Dutch language so that the study programme can be successfully pursued<sup>31</sup>.
3. If the student demonstrates by means of a diploma issued outside the Netherlands that they fulfil the prior education requirements and the study programme is taught in English, the institutional director may determine that exemption from these prior education requirements will not be granted until the examination board has received evidence of sufficient command of the English language so that the study programme can be successfully pursued<sup>32</sup>.

### Article 17 Admission requirements for master's degree programmes

1. For enrolment in a master's degree programme the possession of a certificate of admission to this programme applies as an admission requirement. The institutional director issues a certificate of admission if:
  - a. the person concerned fulfils the prior education requirements as set and, if applicable, the qualitative admission requirements; and
  - b. insofar as the institutional director has determined the maximum number of persons that may be enrolled in the study programme, this number is not exceeded.
2. The certificate of admission as referred to in paragraph 1 relates to the academic year following the academic year in which the application for this certificate has been submitted, unless the institutional director decides otherwise.<sup>33</sup>
3. If the person involved does not fulfil the admission requirements as referred to in paragraph 1 of this article but can reasonably be expected to fulfil them after all within a reasonable term, they will be offered the opportunity to remedy the shortcoming and fulfil the admission requirements after all. The person concerned cannot be enrolled until they fulfil the admission requirements.

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<sup>30</sup> The institutional director can demonstrate a significant difference in qualification by way of an advice issued by Nuffic, for instance.

<sup>31</sup> See footnote 14.

<sup>32</sup> See footnote 15.

<sup>33</sup> For information purposes, we refer to Article 7: Enrolment with retrospective effect is not permitted.

## 9 CERTIFICATES OF ADMISSION

### Article 18 Scope of Chapter 9

Articles 19 and 20 of this chapter do not apply to enrolment as an external student.

### Article 19 Labour market restrictions and educational capacity of the University of Applied Sciences

1. When the initial enrolment for the propaedeutic phase of a study programme is restricted because of the needs of the labour market, by ministerial regulation, or for reasons of the available educational capacity of the University of Applied Sciences, enrolment as a student takes place when proof of admission has been issued via Studielink (on behalf of the University of Applied Sciences and for the relevant course) and the prospective student has accepted this proof of admission within two weeks (7.53 and following).
2. A certificate of admission relates to the academic year for which the student has applied.
3. If the student unenrols after their initial enrolment or their enrolment was terminated on other grounds, re-enrolment in the propaedeutic year is solely possible in the situations referred to in Article 8, paragraph 2 of these regulations.

### Article 20 Decentralized selection

1. For programmes with admission restrictions as referred to above, the Executive Board will decide the number of available places per programme.
2. The prospective student wishing to take part in the decentralized selection must have enrolled through Studielink by 15 January.
3. Students will be selected based on at least two qualitative selection criteria.
4. The following will be published on the website for the programme in good time:
  - a. the selection criteria;
  - b. the selection procedure;
  - c. rules of an administrative nature;
  - d. the number of available places as referred to in paragraph 1;
  - e. the number of times that a prospective student may participate in the decentralized selection (at any rate not more than 3 times) and in which cases a selection attempt may be cancelled (7.53);
  - f. in which way prospective students who reside abroad on the reference date of 15 January are assisted so that they may participate in the selection.
  - g. in which way prospective students can apply for provisions in connection with disability or chronic disease and which provisions can be made.
  - h. the procedure in case the prospective student is unable to participate in (a part of) the decentralized solution, because of special circumstances<sup>34</sup>.
5. If the number of applications (also after an emergency procedure has been followed) does not exceed the number of available places, there will be no decentralized selection and Articles 5 and 6 shall apply as regards the application procedure. The exception provided for in Article 5, paragraph 1 for degree programmes with a selection procedure does not apply in that case.
6. If a student who after an initial enrolment with a certificate of admission unenrolled in the course of a year, enrolment for the propaedeutic phase of a degree programme with limited access is solely open to the student who:

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<sup>34</sup> The special circumstances are assessed in accordance with Appendix 2 of this regulation.

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- a. holds a positive or postponed recommendation on the continuation of their studies; or
- b. unenrolled before the reference date of the recommendation on the continuation of their studies and has therefore not received such a recommendation, but does have the Institutional director's permission in the form of a decision based on a declaration by the student counsellor, which confirms that the unenrolment was advised by the student counsellor due to exceptional circumstances as referred to in Article 5, paragraph 4 of the HU EER.

### **Article 21 Other certificates of admission**

Enrolment in a master's degree programme will solely be effected if a certificate of admission issued by the institutional director as referred to in Article 17 is produced (7.30b in conjunction with 7.30a).

### 10 TUITION AND EXAMINATION FEES

#### Article 22 Tuition fee amount

Enrolment as a student (full-time, part-time or work-study) entails payment of tuition fees. The level of the tuition fees to be paid for each academic year is established in legislation ((reduced) legal tuition fees) or, alternatively, determined by the Executive Board (institutional tuition fees) (7.43, 7.45, 7.45a, and 7.46).

The various tuition fees can be found using the tuition fees guide:

[www.studiekeuze.hu.nl/Aanmelden/Collegegeld/Collegegeldmeter](http://www.studiekeuze.hu.nl/Aanmelden/Collegegeld/Collegegeldmeter)

The amount of tuition fees that the student will need to pay is established in accordance with the WHW (Higher Education and Scientific Research Act) and related laws and regulations and the student is referred to the tuition fees guide.

#### Article 23 Tuition fee payment

1. The tuition fees must be settled before the start of any academic year by one payment in full, by issuing a direct debit authorization for one payment in full, or by issuing a direct debit authorization for payment in 10 instalments<sup>35</sup>. 1/12 of the tuition fee amount will be debited each month for the first 8 months, and 2/12 of the amount in the last two months.
2. The tuition fees must be paid by, or on behalf of, the student. If the payment is settled by a third party on behalf of the student, the student should agree to this in Studielink or in writing. Paragraph 1 is similarly applicable to payment by a third party, provided that a written warrant for the payment of the tuition fees can also be submitted instead of a direct debit authorization.
3. If the student so requests, the University of Applied Sciences will agree to payment in at least five instalments. (7.47.1)
4. Payment or compensation of the tuition fees by the University of Applied Sciences from state funding for the benefit of the student is not permitted (2.9.1 and 7.48.5).
5. As long as the tuition fees owed have not been paid in full, the student may be refused access to classes, use of educational activities, and access to the institute buildings. Their enrolment may also be terminated or re-enrolment may be refused (see Article 27, paragraph 3 and Article 31, paragraph 4).

#### Article 24 Exemption and reduction of tuition fees

1. Those who:
  - a. have already been enrolled as a student at HU, an academic university or another university of applied sciences for an academic year whilst paying the (reduced) legal tuition fees<sup>36</sup> or, as students, owe class and course fees for that academic year; and
  - b. also, or instead, want to be enrolled at HU in a second study programme in the same academic year whilst paying (reduced) legal tuition fees, and
  - c. for the second enrolment at the university, owe a tuition fee amount higher than the tuition, class or course fees they already owed and paid, owe the university for the second enrolment in that academic year a tuition fee amount equal to the difference between the amount already paid as demonstrated by documents and the required higher tuition fees.

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<sup>35</sup> In the months of September, October, November, December, January, February, March, April, May and June.

<sup>36</sup> There will be no settlement, therefore, if institutional tuition fees have to be paid for the enrolment at an institution other than HU.



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If the tuition fee amount owed for the second enrolment is equal to, or lower than, the amount already paid (or to be paid) for the first enrolment, the student will be exempted from the payment of the tuition fees for the second enrolment (7.48).

2. Those who:
  - a. are already enrolled as a student at the university whilst paying the institutional tuition fees; and
  - b. also, or instead, want to be enrolled at HU in a second study programme in the same academic year; and
  - c. for the second enrolment at the university, owe a tuition fee amount higher than the institutional fees they already owed,owe the university for the second enrolment in that academic year a tuition fee amount equal to the difference between the amount already paid as demonstrated by documents and the tuition fees for the second enrolment.

If the tuition fee amount owed for the second enrolment is equal to, or lower than, the amount already paid (or to be paid) for the first enrolment, the student will be exempted from the payment of the tuition fees for the second enrolment (7.48).

3. The regulations in paragraphs 1 and 2 do not apply to students who owe the (reduced) legal tuition fees due to the exception in Article 3, paragraph 2 sub b Uitvoeringsbesluit WHW, since it concerns a first study programme in the disciplines of education or health care.
4. Taking into account paragraphs 1 and 2, those who enrol as a student in the course of an academic year owe a tuition fee amount equal to that owed by those who enrolled as of 1 September of that academic year minus a one-twelfth part for each month the student was not enrolled (7.48).
5. Paragraph 5 similarly applies to students who were enrolled in a study programme and whose enrolment was terminated at their own request in the course of the academic year in accordance with Article 29, paragraph 1, and who enrol again in a study programme in the course of the same academic year (7.48).
6. In deviation from the provisions of the previous paragraphs, those who are enrolled for an academic year at another university of applied sciences that participates in the KOM project<sup>37</sup> and who enrol in a study programme at the university for the sole purpose of completing a minor course for which the first institution will settle the costs with HU, will be exempted from payment of the institutional tuition fees for the second enrolment at the university.

### Article 25 Tuition fee refund

1. A refund of, or reduction in, tuition fees is solely permitted in case of (7.48.5):
  - a. Article 27, in case an institutional director refuses to enrol a student;
  - b. Article 28, in case a student cancels their enrolment in time;
  - c. Article 29, in case of a termination of the enrolment at the request of the student;
  - d. Article 31, in case of a termination of the enrolment by the university;
  - e. Article 7.46, paragraph 4 WHW, in case of a settlement of the difference between the institutional tuition fees and the legal tuition fees is required;
  - f. Article 32, paragraph 1 sub b, in case of a termination of the enrolment due to the student's death.
2. In case of an interim switch from a full-time study programme to a part-time or work-study variant of the same study programme at the request of the student in the course of an academic year, the student will be invoiced the tuition fees applicable as of the change in enrolment and any

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<sup>37</sup> KOM stands for: Kies Op Maat. With Kies Op Maat, college or university students can take elective courses at other Dutch universities.

amounts paid in excess will be settled, if necessary. The switch is solely possible with the permission of the institutional director<sup>38</sup> and will be effected as of the first day of the month following the month in which the switch has been made.

### Article 26 Examination fees

1. Examination fees are charged for enrolment as an external student. The amount of the examination fees to be paid are determined annually by the Executive Board for the following academic year (7.44).
2. Those who enrol as an external student in the course of an academic year, owe an examination fee amount equal to that owed by those who enrolled as of 1 September of that academic year, with the exception of enrolments as external students in (a variant of) a study programme as referred to in Article 8, paragraph 2.
3. The regulations as regards the reduction, exemption, payment and refunding of tuition fees are not similarly applicable to the examination fees, with the exception of enrolments as an external student in (a variant of) a study programme as referred to in Article 8, paragraph 2. However, payment by a third party on behalf of the external student is possible, provided that they agree to it in writing.
4. The examination fees must, in all cases, be settled in full by one payment.
5. As long as the examination fees owed have not been paid, the external student will not be issued with a certificate of any successfully passed examinations. The external student will also be refused to sit the course examinations for the study programmes, to use the institute's facilities and access to the buildings.
6. Payment or compensation of the examination fees by the university from state funding for the benefit of the external student is not permitted (2.9.1).
7. A refund of the examination fees paid will only be effected if:
  - a. an external student is not enrolled, because enrolment is refused;
  - b. the enrolment was cancelled before 1 September. In case of cancellation after 1 September, no examination fees will be refunded.
  - c. it concerns an enrolment as an external student in (a variant of) a study programme as referred to in Article 9, paragraph 2 and the external student unenrolling in the course of the academic year, the rules for the restitution of the legal tuition fees similarly apply to the refunding of the examination fees.

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<sup>38</sup> Article 7, paragraph 7 applies here.

## 11 CANCELLATION, REFUSAL AND TERMINATION OF ENROLMENT

### Article 27 Refusal of enrolment

1. The institutional director refuses enrolment if the applicant does not fulfil the requirements as stipulated under or pursuant to the Act, which in any case includes the requirements referred to in Chapters 4 (application procedure), 5 (enrolment procedure), and 6 (enrolment requirements) (7.37).
2. The institutional director may also refuse enrolment in a study programme if:
  - a. there is a well-founded fear that the student will abuse their enrolment and the ensuing rights by seriously compromising the individual character of the university (7.37.5);
  - b. the university has terminated the student's enrolment before, for one of the reasons referred to in Articles 30 and 31, unless this was a temporary termination and the relevant term has since lapsed;
  - c. if the student has demonstrated by their conduct or statements to be unsuitable for the exercise of one or more of the professions for which the study programme would educate them or, alternatively, to be unsuitable for the practical preparation for the exercise of the profession related to the study programme or, alternatively, the student's enrolment at another institution was refused or terminated for any of these reasons (7.42a). See Article 32 of the HU Student Charter.
3. Enrolment will not be effected in the following years if there are still outstanding payment obligations to HU arisen from a previous enrolment<sup>39</sup>.
4. The refusal of enrolment is announced in writing with a clarification of the reasons, accompanied by an appeal clause. The student will receive a refund of any tuition fees already paid.

### Article 28 Cancellation of enrolment

1. A successful enrolment in a study programme as of 1 September may be cancelled by the student or external student until 1 September of the relevant academic year.
2. In case of cancellation of an enrolment, any tuition fees paid will be refunded.

### Article 29 Termination on request

1. At the request of student via Studielink to this end, the institutional director terminates an enrolment in a study programme in the relevant academic year. The enrolment is terminated as of the month following the request (7.42.1)<sup>40</sup>, unless the student asks for a later termination, in which case the enrolment is terminated as of the month specified by the student.
2. In case of termination of an enrolment, any tuition fees paid will be refunded as follows:
  - a. If the enrolment is terminated in the course of an academic year but not as of 1 July or 1 August of that year, the student will be refunded a 1/12 part of the tuition fees paid for each month of the academic year in which the student is no longer enrolled.
  - b. If the enrolment is terminated as of 1 July or 1 August of the academic year, no tuition fees are refunded, excepting a termination by operation of law in case of the student's death. In that case, the tuition fees for the entire remainder of the year will be refunded.

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<sup>39</sup> As of 1 September 2010 there is a possibility of unenrolment due to payment arrears. If the student re-enrols, the arrears should have been remedied.

<sup>40</sup> Students are responsible for their own unenrolment via Studielink, as they are for the termination of their student grants and student public transport card with DUO.

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3. In case of termination of the enrolment on the grounds of paragraph 1, there will be no refund of the tuition fees paid if, in the relevant academic year, the student is also enrolled as a student in a second study programme at the university, another university of applied sciences, or an academic university (7.48.1).

### Article 30 Termination after a binding recommendation on the continuation of studies

1. A student who has received a binding negative recommendation on the continuation of their studies<sup>41</sup> to which a dismissal is attached, cannot re-enrol in the same degree programme as of 1 September of the following academic year or in any degree programmes that have the propaedeutic audit<sup>42</sup> in common with the relevant degree programme.
2. A student who enrolled in a study programme as of 1 February or later and has received a negative recommendation on the continuation of their studies before 1 February of the following academic year to which a dismissal is attached, will be unenrolled as of 31 January of that academic year. A follow-up enrolment in the same study programme as of 1 September of the following academic year or in any study programmes that have the propaedeutic year examination in common with the relevant study programme is not possible.

### Article 31 Withdrawal and termination of enrolment by the university

1. An enrolment can be withdrawn if a student does not respect the university's objectives. The withdrawal of the enrolment is effected in writing with a clarification of the reasons by the Executive Board, at the proposal of the institutional director. Withdrawal of the enrolment is not possible if there is no opportunity for the student to enrol in the study programme at another university of applied sciences (7.37.5)
2. An enrolment can be withdrawn in case of a well-founded fear that the student will abuse their enrolment and the ensuing rights by seriously compromising the individual character of the university or if it has been found that the student has abused their enrolment and the ensuing rights this way. The withdrawal of the enrolment is effected in writing with a clarification of the reasons by the Executive Board, at the proposal of the institutional director (7.37.6).
3. An enrolment of a non-EEA student will be immediately terminated if, after the enrolment, for any reason whatsoever, it is found that their residence in the Netherlands was unlawful on the first day of the start of the study programme and the commencement of the initial enrolment (7.32.6).
4. An enrolment can be terminated if the tuition fees are not paid, in spite of reminders. The enrolment will then be terminated as of the second month following the first reminder (7.42, paragraph 2).
5. An enrolment may be terminated if a student has been found guilty of irregularities in accordance with Article 4.11.1 of the HU EER (7.12b lid 2).
6. An enrolment may be terminated in the course of a year on the grounds of Article 30, paragraph 4 sub c of the HU Student Charter, if a student did not adhere to the stipulations as referred to in Article 7.57h, paragraph 1 of the Act (house rules and disciplinary measures).
7. An enrolment may be terminated permanently on the grounds of Article 30, paragraph 4 sub d of the HU Student Charter, if a student violates rules of order and/or causes serious inconvenience, despite notices to this end.

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<sup>41</sup> An urgent negative recommendation on the continuation of their studies does not involve outright rejection so the student will be able to enrol for the relevant programme again. Whether a programme issues an urgent or binding recommendation on the continuation of their studies is set out in the study guide for the relevant programme.

<sup>42</sup> For AD programmes read: the first period of 60 EC of the programme.

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8. If the student has demonstrated by their conduct or statements to be unsuitable for the exercise of one or more of the professions for which the study programme educates them or, alternatively, to be unsuitable for the practical preparation for the exercise of the profession related to the study programme, the institutional director may advise the Executive Board to terminate the student's enrolment after careful consideration of the interests involved and after consultation with the examination board, if necessary. Further rules of a procedural nature are included in the HU Student Charter (7.42a).

### **Article 32 Termination by operation of law**

1. Enrolment is terminated by operation of law:
  - a. at the end of an academic year;
  - b. upon the student's death.
2. Termination of enrolment does not cancel the student's obligation to pay the outstanding invoices of the university.

### **Article 33 Obligation to pay in case of termination of the enrolment**

The termination of the enrolment does not cancel the obligation to pay the outstanding invoices of the university.

### 12 CONCLUDING PROVISIONS

#### Article 34 Penalty provisions

1. Anyone using the educational and/or examination facilities of the university can be demanded to demonstrate that they are entitled to do so pursuant to an enrolment in a study programme (15.4).
2. Those not enrolled but still using the educational and/or examination facilities owe the university damages. The amount will be determined by the Executive Board with the application of the institutional tuition fees for full-time study programmes if the person has attended a full-time study programme and with the application of the legal tuition fees for part-time and work-study programmes if the person has attended a part-time or work-study programme (15.2).

#### Article 35 Hardship clause and unforeseen cases

1. In cases for which this regulation does not provide and where an immediate decision is necessary, or if the strict application of the regulation leads to considerable unfairness, the Institutional director where the student wishes to be enrolled or is enrolled shall decide. The decision will be communicated to the person involved without delay.
2. Enrolment will be arranged in accordance with the rules of a procedural nature as determined by the Executive Board. The Executive Board is entitled to introduce further rules with regard to the enrolment procedure in case of unforeseen circumstances. (7.33.1)

#### Article 36 Effective date

1. These revised HU Enrolment Regulations will come into effect on 1 September 2019.
2. These regulations may be referred to as "HU Enrolment Regulations".

#### Article 37 Evaluation

The Executive Board is responsible for a regular evaluation of these regulations. This evaluation will take place at least once every four years.

## ANNEX 1 ARTICLE 4 CODE OF CONDUCT FOR INTERNATIONAL STUDENTS.

### 4 Admission to and registration in the study programme

4.1 An international student who applies for admission and registration with the higher education institution must demonstrate the required preparatory education, sufficient language skills (see Article 4.2), and diplomas required for admission to the specific study programme. The higher education institution determines the preparatory education requirements prior to the recruitment of international students for the study programme in question and checks prior to admission whether the international student meets the requirements.

4.2 With respect to the education it offers to international students, the higher education institution determines the minimum language requirements that the international student must meet and makes sure that he/she actually meets these requirements.

For study programmes in Dutch, the provisions of Article 7.28, second paragraph WHW apply.

For study programmes in English, a minimum of an academic IELTS test with an overall band score of at least 6.0 (six) for the B and M level is required.

For preparatory education with a length of 6 up to 12 months, a minimum requirement of 5.0 IELTS applies; for preparatory education of 6 months or shorter, a minimum requirement of 5.5 IELTS is required.

For the scores of other accepted language tests than IELTS, the table below<sup>43</sup> applies:

IELTS	TOEFL Paper	TOEFL Internet	TOEIC <sup>44</sup> Listening and Reading	TOEIC Speaking and Writing	Cambridge English grades and scale
7.5	625	113	790	400	Advanced (CAE) - Grade B (scale 194 - 199) Advanced (CAE) - Grade C (scale 191-193)
7.0	600	100	780	350	First (FCE) - Grade A (scale 185 and above) Advanced (CAE) - Grade C (scale 185 and above)
6.5	575	90	720	310	Advanced (CAE) - Grade C (scale 180- 184) First (FCE) - Grade A (scale 180 - 184) First (FCE) - Grade B (scale 176-179)
6.0	550	80	670	290	First (FCE) - Grade B (scale 173 - 175) First (FCE) - Grade C (scale 169 - 172)
5.5	525	70	620	260	First (FCE)- Grade C (scale 162-168)
5.0	500	60	600	240	First (FCE) - Grade C (scale 160-161) B1 level certificate (scale 154 - 159)

4.3 In derogation of the provisions of Article 4.2, an educational institution may exempt a student who had his prior education in English from the obligation to take a language test. This also applies to a holder of the International Baccalaureate Certificate for English A Language and Literature.

The National Committee may request that the educational institution submit a Nuffic statement, confirming that the prior education was provided in the English language. Furthermore, an educational institution may exempt an international student from the obligation to sit a language test if he or she has a diploma of secondary education in a country that is included in the list of diplomas created at the behest of the associations of institutions for higher education as published on the website of the Code of Conduct.

In the event of an exchange programme for a programme in English as well as a joint, double or multiple degree programme in English, arrangements will be made in the agreement between the transmitting and receiving educational institution with regard to the minimum level of command of English. The arrangements must be in accordance with the standards included in Article 4.2, where the language test referred to only needs to be taken once. The educational institution shall at the request of the National Committee provide access to the agreement with the transmitting educational institution.

<sup>43</sup> The table is not meant to mutually compare language tests and/or scores. It is only meant to formulate the minimum scores for the accepted language tests referred to for the admission of international students.

<sup>44</sup> For both parts of the TOEIC the minimum score must be met.

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The educational institution for HPE programmes in the arts may apply different requirements with regard to the level of proficiency in English. These concern programmes that are registered in the subcomponent Programmes in the area of art of the component Language and culture in the CROHO. With regard to these programmes, there are legal additional requirements (Article 7.26a of the Higher Education and Scientific Research Act), primarily in connection with the required artistic quality. These programmes will test the proficiency in English within the framework of the selection procedure and students shall be exempted from the obligation to sit a language test such as described in Article 4.2. In view of the special nature of these programmes, the institutional administration will decide the required level of language skills and set this out in the Education and Examinations Regulations.

4.4 If the international student either does not meet the requirements set out by the higher education institution, the higher education institution notifies the international student in writing providing a motivation of any refusal to admit and/or register the international student. The higher education institution also indicates any legal remedies that the international student can resort to with respect to the refusal.

4. The higher education institution making the admission and/or registration to the study programme contingent on the successful completion of a preparatory year, will ensure beforehand that the international student can be expected to successfully complete the preparatory year.

4.6 As part of the registration process, the higher education institution requests the admissible third-country national to agree in writing with the procedure used by the higher education institution to report the third-country national to the IND (whether or not with prior notice), in case the registration is terminated or after having established that the third-country national has not made satisfactory student progress as referred to in Articles 5.5 and 5.6.



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### Appendix 2 Valid reasons for not attending a further programme selection activity

#### Introduction

A minimum of two opportunities to attend the further programme selection activity are provided for each study programme; the dates are announced by 1 February at the latest.

Article 5 of this regulation sets out the requirements that the prospective student must meet. If the obligations are not met, registration will be refused.

It is a formal obligation to return the intake form in time. An appeal in case of failure to do so will be assessed by the same criteria as the other obligations as set for enrolment, in the Enrolment Regulations<sup>45</sup>.

These criteria do not apply to absence from the matching activity. An appeal to exceptional circumstances is, in principle, insufficient reason for not fulfilling the enrolment obligations, but it may be sufficient reason for absence from a matching activity. It first and foremost applies that the student should always send notification of their absence (unless the specific situation makes it impossible for them to do so). If the prospective student sends a notification of their absence with a valid reason, they will be offered a new opportunity to attend the matching day. If no such opportunity to attend exists, the responsible department may offer an individual interview (which may take place online) or grant the applicant an exemption from attendance.

#### Procedure for assessing the reason for absence

The Institutional director will decide whether there is a valid reason for absence and whether the prospective student will be given a new opportunity for participation in the further programme selection activity. The Institutional director may seek advice from the student counsellors to check whether there is a valid reason. The student counsellors will issue advice in writing. The Institutional director may disregard the advice.

#### What are, content-wise, valid reasons or not?

- A. Legal
- B. General criteria in the examination into the reason for absence
- C. Additional guidelines suggested by the student counselling service

A. *Legal*

As regards valid reasons, the Explanatory Memorandum attached to the Bill for the Higher Education (Quality in Diversity) Act states:

*'exceptional or personal circumstances of the prospective students that made it impossible for them to participate in the activities. They could be, for instance, special family circumstances or illness, but also the situation that two institutions at two quite different locations in the Netherlands have organised a meeting on the same day, the prospective student's educational obligations, or a public transport strike.'* (WP 10140 K-2 p. 69)

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<sup>45</sup> Extensive case and ruling records have been collated at HU; see the websites for the *klachtenwegwijzer* and the Disputes Advisory Committee's recommendations pertaining to applications and enrolment.

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Valid reasons<sup>46</sup> as referred to in Article 7.31 b, paragraph 3, of the Higher Education and Research Act (*WHW*) are as follows:

- a) Sitting an examination
- b) attending another programme selection check
- c) sickness or giving birth
- d) physical, motor sensory or functional disorder
- e) special circumstances, including the special circumstances of the partner whom the requester shares a home or has a LAT (living apart together) relationship with
- f) requirement participation in an activity relating to high performance sport, as referred to in the HU High Performance Athletes Regulations
- g) other circumstances for which it would be highly unfair, in the opinion of the Programme Manager, to deny the request as referred to paragraph 3 of this article.

### *B General criteria*

In answering the question as to whether the exceptional circumstance is also sufficient grounds for absence, the following criteria apply:

- Was the reason mentioned unforeseeable?
- Was it force majeure?
- Did the prospective student have no other choice?
- Were there no other possible solutions that would have enabled the prospective student to attend the matching activity?
- Can it be supported with objective evidence?

### *C Additional guidelines*

Based on the general exceptional circumstances and the general criteria, the exceptional circumstances can be supplemented as follows:

#### **Valid reasons:**

- Additions to sub c, illness or delivering a baby, and sub d, functional disorder:**
  - an accident
  - operation
  - medical chronic disorders that intensify at the time of the matching activity (e.g. epileptic fit, migraine)
  - temporary unexpected acute medical reason (hospital admission, first aid, emergency mental health care)
  - in all cases to be supported by objective evidence
- Additions to sub e, special family circumstances:**
  - interment or marriage of a family member or intimates (friends) on the day of the matching activity
  - very recent decease of a family member or intimate (friend) within a week before the matching activity
  - special family circumstances that have a great impact on the prospective student's daily life at the time of the matching activity
  - in all cases to be supported by objective evidence
- Additions to sub f, high performance sport:**
  - competition
  - training camp
  - a stay abroad for the above
  - in all cases to be supported by objective evidence
- Additions to sub g, other circumstances:**

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<sup>46</sup> Insofar as applicable, these coincide with the exceptional circumstances that (might) play a role in the binding recommendation on the continuation of studies (Article 23, paragraph 9 of the EER).

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- Disasters and crisis situations outside of the prospective student's control, i.e. situations that require the assistance of 112 emergency services/fire brigade/police force/emergency mental health care
- Severe weather and traffic conditions of a national nature, for which region(s) the alarm codes orange or red have been given.
- Planned meeting that cannot be cancelled or rescheduled, or whose cancellation or rescheduling would have disproportionately great negative consequences. Examples:
  - A required meeting with a municipal body for which the body has indicated that absence from this meeting will result in home evacuation, cancellation of benefits, etc.
  - A medical appointment with a physician or other care provider, whose cancellation would result in a premature cancellation of a treatment or an increase in the waiting time for a treatment.
- in all cases to be supported by objective evidence

### **Invalid reasons:**

- If a prospective student fails to send a notification of absence and/or fails to contact HU and/or fails to respond to HU's attempts to make contact
- Temporary illness without evidence (fever, flu, headache)
- Event and reports on events that are part of daily life (birthdays, failing a driving test, being turned down for a job, etc.)
- Regular weather and traffic conditions: participants should anticipate any possible obstructions
- Cultural/religious commandments/interdictions. These are, in principle, not valid reasons.
- Vacation: not valid, unless they had already been booked before the dates for the matching activity had been set, i.e. before 1 February 2017 and cannot be rescheduled or cancelled without disproportionately great consequences.
- Course/studies abroad: not valid, unless the course or these studies had already started before the dates for the matching activity had been set, i.e. before 1 February of the year of the intended enrolment, and the course is provided outside the border regions of the Netherlands.
- Travelling expenses to be incurred for the purpose of the matching activity.