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STUDENTS' CHARTER HU UNIVERSITY OF APPLIED SCIENCES UTRECHT 2022-2023

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STUDENTS' CHARTER OF HU UNIVERSITY OF APPLIED SCIENCES UTRECHT 2022-2023

Adopted by the Executive Board on 12 July 2022, with the consent of the University Council.

These regulations enter into force on 1 September 2022.

1 PREAMBLE

HU University of Applied Sciences Utrecht has a statutory obligation (under Section 7.59 of the '*Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek*' (WHW, the Higher Education and Scientific Research Act)) to lay down the rights and obligations of students in a students' charter. These rights and obligations arise directly from the law and from the further regulations made by the university on the basis of the WHW. The purpose of the Students' Charter is to give you, as a student, a clear overview of your legal position.

A right of the student often implies an obligation for the university board, the Executive Board. The Executive Board has delegated the performance of certain statutory duties and powers to the Institute Director. In those cases, this Students' Charter refers to the 'Institute Director', whereas it would otherwise read 'Executive Board'. The Students' Charter therefore also contains the duties assigned to the Institute Director.

The Students' Charter sets out the rights and obligations of students *in general terms*. Regarding the concrete implementation thereof, reference is made to the specific university regulations, which are always adopted separately with the consent of the University Council (HSR). Some of these university regulations (e.g. the Education and Examination Regulations) are detailed at institute level. Also, some university regulations may be (temporarily) amended due to the emergency measures that have been or will be imposed by the government to contain the spread of COVID-19. The Students' Charter should therefore be read in conjunction with these university regulations.

The specific regulations together with the Students' Charter form a single entity. In case of conflict between the Students' Charter and the specific regulation, the specific regulation prevails.

This Students' Charter also regularly refers to legislation (WHW, WSF 2000, etc.). In the event of any contradiction, the statutory regulation shall prevail. The text of the WHW is available for consultation in the HU library and can also be found at <http://wetten.overheid.nl/>.

Finally, for the sake of readability, the terms 'he', 'him' and 'his' are used in the text. Where these are used, 'she', 'her' or 'hers' can also be read respectively.

2 GENERAL PROVISIONS

Article 1 Definitions

In this Students' Charter, the following definitions apply:

1. Graduation financial aid:
The (financial) support that students can receive from the university (pursuant to Section 7.51 of the WHW) if, due to special circumstances, they incur a delay in their studies during the period in which they are entitled to a student grant. Graduation financial aid is granted to enable the student to complete or continue his studies as soon as possible. This is further regulated in the Graduation Financial Aid Regulations.
2. Associate degree (AD):
A practice-based two-year degree programme. An AD programme is a higher professional education programme as referred to in Section 7.8(a) of the WHW, with a study load of at least 120 EC. Upon completion of this programme, the student is awarded the associate's degree.
3. Manager:
The person in charge of the day-to-day management of an organisational unit within the university. The manager is responsible for the registration and processing of personal data and in accordance with the '*Algemene Verordening Persoonsgegevens*' (AVG, the Dutch General Data Protection Regulations). The manager is also responsible for the technical management of the equipment used.
The following parties can be distinguished:
 - a. the university manager:
 - i. the manager who processes the personal data of students at university level. This is the director of the Operations Department;
 - b. the institute manager:
 - i. the manager who processes the personal data of students at institute level. This is the director of the relevant institute.
4. Scholarship for student representatives:
The support that students of the university can receive (on the basis of Section 7.51 of the WHW) if they perform recognised administrative activities during their studies. This is further regulated in the Scholarship Scheme.
5. Higher Education Register (BRON)¹:
A central register containing the data of everyone enrolled in a university (of applied sciences). BRON is part of the '*Dienst Uitvoering Onderwijs*' (DUO, the Education Executive Agency).
6. Examinations Appeals Board:
The board as referred to in Section 7.60 of the WHW and as referred to in the HU Legal Protection for Students Regulations. Its organisation and powers are laid down in the HU Legal Protection for Students Regulations. The Board rules on student appeals against decisions of examination boards and examiners.
7. Executive Board:
Management body of the university and the university board of the Hogeschool Utrecht Foundation, in accordance with Section 10.8 of the WHW, with duties and powers as laid down in the articles of the Hogeschool Utrecht Foundation.

¹ The '*Basisregister Onderwijs Hoger Onderwijs*' (BRON, the Higher Education Register) contains enrolment, examination and certificate data of funded higher education institutions. As of January 2014, this register will replace the '*Centraal Register Inschrijving Hoger Onderwijs*' (CRIHO, the Central Register for Higher Education Enrolment).

8. Part-time study programme:
A study programme designed to enable the student to carry out other activities in addition to his educational activities. Under certain conditions, these activities can be regarded as a course, in which the competences acquired are tested. (7.27 WHW)
9. Work-study programme:
A study programme that alternates between education and professional practice related to that education. Professional practice is part of the curriculum of the study programme and can therefore result in ECs.
10. European Credit (EC):
A European Credit (EC) is the unit of study load under the European Credit Transfer System (ECTS). One European Credit corresponds to 28 hours of study.
11. European Economic Area:
The countries in the European Economic Area (EEA) are: Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Croatia, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
12. Examination:
The concluding assessment of a study programme attended, or of the propaedeutic phase of the study programme. Each study programme has an examination. An examination may include an assessment of the knowledge, insight and skills of the student, to be conducted by the examination board itself.
13. Examination Board:
A committee established in accordance with Section 7.12 of the WHW for the purpose of conducting, organising and coordinating (interim) examinations of one or more study programmes, as well as guaranteeing the quality of these (interim) examinations.
14. Examination fee:
The examination fee determined by the Executive Board for any academic year, for those who enrol as *extranei* in study programmes offered by the university.
15. *Extraneus*:
The person who, in accordance with Section 7.32 et seq. of the WHW, is enrolled as *extraneus* (plural: *extranei*) in the university. An *extraneus* does not have the right to attend classes, but he or she can sit (interim) examinations and use certain study facilities.
16. Institute Council (IR):
The sub-council (participatory body) of an institute as referred to in Section 10.25 of the WHW. Its organisation, composition and powers are laid down in the Participation Regulations.
17. Dispute Resolution Committee:
The committee as referred to in Section 7.63(a) of the WHW. Its organisation and powers are laid down in the HU Legal Protection for Students Regulations, adopted by the Executive Board. The Dispute Resolution Committee rules on student appeals that do not concern decisions of the examination boards and examiners, such as decisions on enrolment in and disenrolment from the study programme.
18. University:
HU University of Applied Sciences Utrecht, maintained by the Hogeschool Utrecht Foundation (HU).

19. University Council (HSR):
The participation council of the university, as referred to in Section 10.17 of the WHW, with half of its members consisting of staff and the other half of students of the university. Its organisation and powers are laid down in the Participation Regulations.
20. HU Legal Protection for Students Office:
Facility established by the executive board as referred to in Section 7.59(a) of the WHW. Students can lodge their complaints and appeals here. The office then forwards them to the body responsible for handling.
21. Initial education:
Higher education that follows on from the second phase of secondary education and senior secondary vocational education.
22. Institution tuition fee:
The tuition fees set by the Executive Board for any academic year for students who are enrolling in a programme at the university and who are not entitled to statutory tuition fees under Section 7.45(a)(1) of the WHW. Also refer to: statutory tuition fee.
23. Institute
An organisational unit charged with, inter alia, providing:
- one or more CROHO-registered bachelor's degree programmes (full-time/part-time/work-study); and/or
 - pre-bachelor study programmes; and/or
 - one or more master's degree programmes; and/or
 - post-initial courses; and/or
 - commercial activities such as offering courses.
24. Institute Director
The person who conducts the management of an institute, with duties and powers as described in the Management and Administrative Regulations (available at www.hu.nl/gouvernance).
25. Misconduct Grievance Committee:
A committee set up by the Executive Board that investigates complaints concerning inappropriate conduct. Its organisation, tasks and powers are laid down in the Misconduct Regulations (available via ASK HU)
26. Student Grievance Committee:
A committee set up by the Executive Board for the purpose of handling complaints as referred to in Section 7.59(b) of the WHW (with the exception of complaints about inappropriate conduct). Its organisation, tasks and powers are laid down in the HU Legal Protection for Students Regulations (available via ASK HU)
27. Major:
The part of the main phase of a study programme that consists of compulsory courses and a number of specified, major-related optional courses.
28. Minor:
A coherent set of one or more courses, with which students can complete their optional courses profile. Also refer to: optional courses profile.
29. Education and Examination Regulations (EER):
The regulations for a study programme or group of study programmes, as referred to in Section 7.13 of the WHW. The regulations lay down the most important matters concerning education and

examinations for the entire university (EER-HU). Further details are provided at the study programme level, in the study guides of the study programmes. (available via ASK HU)

30. (Study or degree) programme:

A coherent set of units of study as referred to in Section 7.3.2 of the WHW. A study programme has well-defined objectives in terms of the knowledge, insight and skills that the person completing the programme should possess. Study programmes are full-time, part-time and/or work-study.

31. Study Programme Committee (OC):

A committee for a study programme or group of study programmes of an institute as referred to in Section 10.3(c) of the WHW. The organisation, duties, powers and functioning of an OC are regulated in the Participation Regulations (available via ASK HU).

32. Body:

A person or group of persons who have been given a specific power within the university by virtue of or on the basis of a generally binding regulation.

33. Optional courses profile:

The part of the main phase of a bachelor's degree programme (30 EC) that the student can complete with optional courses at his/her own discretion. This can be done with courses from the university, with a minor, and/or with separate optional courses from higher education institutions outside of the HU.

34. Propaedeutic phase:

The phase preceding the phase of a study programme, which, unless the study guide specifies otherwise, is concluded with the propaedeutic examination. (7.8.2 WHW)

35. Work placement:

A course of a study programme that the student takes within or outside of the institution as practical preparation for professional practice.

36. Student:

The person who, in accordance with Section 7.32 et seq. of the WHW and other statutory regulations, is enrolled in the university as a student (full-time, part-time, or work-study).

37. Study recommendation:

Recommendation on whether or not to continue with a particular study programme. In the case of bachelor's degree programmes, this recommendation is given to students in the propaedeutic phase; in the case of associate's degree programmes, it is given in the first year of enrolment. A study recommendation may entail binding rejection.

38. Study guide:

The information guide for students of one or more study programmes, as adopted by the Institute Director. The study guide is an elaboration and implementation of the EER-HU (also refer to: Education and Examination Regulations)

39. Academic year:

The period starting on 1 September, and ending on 31 August of the following year, as referred to in Section 1.1 of the WHW.

40. Studielink:

The system where a (prospective) student can apply online for (re-)enrolment in a study programme at a university (of applied sciences). The issue of a digital authorisation, disenrolment, or the notification of a change of address are also effected via Studielink.

41. Test:

An assessment of the student's knowledge, insights and skills and their marking. Each course has a test. There are different forms of testing, such as written tests, digital tests, assessments and verbal tests. The WHW also refers to this as an 'interim examination'.

42. Full-time study programme:

A full-time study programme is designed without regard to the performance of any activities other than educational activities. Activities in the form of work placement are part of the educational programme and therefore count as educational activities.

43. Week:

A period of seven consecutive days, excluding generally recognised public holidays listed in Osiris. Only the summer and Christmas recess and the generally recognised public holidays determined annually by the HU Legal Protection for Students Office suspend the time limits for appeals.

44. Statutory tuition fees:

The tuition fees for students in full-time, part-time and work-study programmes who meet the requirements specified in Section 7.45(a)(1) of the WHW for any academic year. The regulations governing the level of statutory tuition fees can be found in Section 7.45(4) of the WHW for full-time programmes, and Section 7.45(5) of the WHW for part-time and work-study programmes.

45. WHW:

The '*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*' (WHW, the Higher Education and Scientific Research Act), as published in Bulletin of Acts and Decrees 1992 no. 593, including the subsequent supplements and amendments.

46. WSF 2000:

The '*Wet op de Studiefinanciering 2000*' (Student Finance Act 2000), including subsequent supplements and amendments.

Article 2 Scope

1. The provisions of the Students' Charter only apply to those who are enrolled at the university as a student in full-time, part-time or work-study programmes which are initial study programmes or further education funded by the government.
2. Notwithstanding the provisions of Chapter 6 and Chapter 7, the provisions of this Students' Charter also apply to everyone who is enrolled as *extraneus* in the university. If the application of an article is limited, this is indicated in the relevant article or the specific regulation.
3. Notwithstanding the provisions of Chapter 6 and Chapter 7, the provisions of this Students' Charter also apply to students enrolled in a post-initial master's programme.
4. Wherever these regulations refer to a study programme, this may also be read as a group of two or more related study programmes.

Article 3 Content and Disclosure

1. This Students' Charter contains the rights and obligations of students enrolled in the university. These are the rights and obligations arising from the provisions laid down by or pursuant to the law, as well as the further regulations of the university based on it.
2. The further regulations pertaining to this Students' Charter are the:
 - a. HU Enrolment Regulations;
 - b. HU Education and Examination Regulations;
 - c. Regulations pertaining to the HU Profiling Fund Regulations;
 - d. HU Legal Protection for Students Regulations;
 - e. HU University of Applied Sciences Utrecht Privacy Statement;
 - f. HU Misconduct Regulations;
 - g. HU Examination Board Regulations;
 - h. Participation Regulations.
3. The Institute Director will make the existence of the Students' Charter known to the students of the institute and will ensure that it is available for inspection in a place accessible to the students and can be consulted on the HU website.
4. The Institute Director will issue this Students' Charter to each student upon first enrolment. If necessary, the Institute Director will also issue this Students' Charter to the students in question upon subsequent enrolment.

3 ENROLMENT

Article 4 General Requirements for Enrolment as a Student or *Extraneus*

1. If you want to make use of educational facilities, examination facilities, or other facilities within the framework of initial² (funded) education, you must be enrolled as a student. (7.32(1)).
2. If you are enrolled as an *extraneus*, you can sit tests and examinations and make use of certain study facilities, but you are not allowed to attend classes.
3. You can apply for enrolment in a study programme via Studielink. You will only be enrolled once you have applied correctly via Studielink and complied with all procedural rules.
4. Enrolment via Studielink takes place by programme and for a particular variant (full-time, part-time and work-study). The director of the institute providing the study programme you have applied for will take a decision on your application for enrolment. (7.32(3))
5. When applying for enrolment in a work-study programme, a three-party contract is concluded under civil law between the institute director, you as a student, and the company/organisation where the profession is practised. This contract in any case - with due observance of the education and examination regulations - provides for the following:
 - a. the duration of the contract and the duration of the period(s) of professional practice;
 - b. the coaching of you as a student;
 - c. the qualities in the field of knowledge, insight and skills that you must develop during the period(s) of professional practice and the assessment thereof; and
 - d. the cases and the way in which the contract may be prematurely terminated (7.7(5)).
6. Enrolment in a programme starts on 1 September, and runs until 31 August of the following calendar year, unless you are disenrolled in the interim.
7. If you applied through Studielink after 1 September but before 1 October, the institute director may still approve your application for enrolment with effect from 1 September if the following requirements have been met:
 - a. you want to enrol in a master's degree programme or a regular part-time variant of a bachelor's or associate's degree programme, and,
 - b. by 30 September at the latest, the HU can establish that you meet the conditions of enrolment.

The institute director may, apart from an individual application, also decide in general to allow enrolment in September for a (variant of a) study programme. In these cases, the enrolment is considered as enrolment for the full academic year and therefore effective as of 1 September.

8. If you wish to enrol after 1 September but do not meet the conditions set out in Paragraph 7, your application for enrolment will be considered an application for interim enrolment. The study guide may set out criteria for the approval of an application for interim enrolment.

Interim enrolment starts on the first day of the month following the moment on which it is established that you meet all conditions of enrolment. However, that is unless you indicate that you prefer to be enrolled at a later date. Please note that enrolment always starts on the first day of a month. Retroactive enrolment is not possible ³.

² Article 9 applies to enrolment a post-initial master's programme.

³ In the case of re-enrolment, after you have been disenrolled in the same academic year on the basis of payment arrears (Article 31(4)), the institute director may allow you to be (re-)enrolled as of the first day of the month in which all conditions of enrolment are met.

9. If the outcome of an appeal lodged against your negative binding study recommendation and/or the institute director's decision to deny your application for enrolment is successful, but the ruling on your appeal takes place on or after 30 September of the academic year in question, you may still be enrolled at your request as of 1 September⁴ of the academic year. You must then (if you have not done so previously) submit an application for enrolment with effect from 1 September via Studielink, to be submitted within one month of the date of the ruling on the appeal. In addition, you must also meet all the enrolment conditions within that period.
10. Every enrolment in a study programme takes place according to the application and enrolment procedure as included in Chapters 4 and 5 of these regulations.
11. When you first⁵ apply for enrolment in a study programme via Studielink, your identity and prior education will be checked centrally. If central verification is not possible, you must submit the following documents to the university:
 - a. a copy of a valid passport or European identity card;
 - b. a copy of the diploma or certificate as referred to in Article 10 or 16, and, if requested, the corresponding list of marks⁶.

In addition, you must provide the following documents:

- c. if applicable, the proofs of admission as referred to in Chapter 9.
- d. the other documents as indicated by the institute director;

For non-EEA nationals aged 18 years and over:

- e. proof (document or written statement) showing the legitimacy of residence in the Netherlands⁷; or
- f. proof that you are not staying in the Netherlands on the first day on which the programme commences and for which enrolment is also requested for the first time;
- g. written proof that the payment obligation laid down in Chapter 10 is met;
- h. in the case of conditional enrolment under Article 7(b)(1) and upon request, proof showing that it can be reasonably expected that the (educational) admission requirements will be met by 31 December 2022 at the latest. For admittance from senior secondary vocational education (MBO) to AD or BA higher professional education programmes, the completion recommendation from the MBO institution must in any case be submitted.

In principle, the aforementioned documents should be submitted before the start of the relevant academic year. There is one exception to this, namely, for a first registration as of 1 September. In this case, all documents must be received by the university on 30 September at the latest⁸.

12. If you want to re-enrol in the same study programme, you must submit an application for re-enrolment via Studielink before 1 September of the academic year in question. In doing so, it is compulsory to pay the tuition fees due, or to issue a payment authorisation for this purpose before the academic year begins.

Re-enrolment constitutes uninterrupted enrolment in the same study programme and the same study programme variant. All other cases of enrolment shall be regarded as a first enrolment as referred to in Paragraph 11.

⁴ In the case of enrolment in a study programme forming part of the '*Pilot Flexibilisering Deeltijd*' (Part-Time Flexibilisation Pilot), another start date may apply; refer to Article 30(3).

⁵ If a student disenrolls prematurely and then re-enrols in a subsequent academic year, this is also a first enrolment and not continued enrolment.

⁶ An ordinary copy suffices for diplomas, unless a certified copy is explicitly requested.

⁷ A student who reaches the age of 18 after enrolling in a study programme does not have to undergo a residency status check, unless the student enrolls in a different programme (so-called 'switchers').

⁸ This exception does not apply to interim enrolments or enrolments in study programmes with a starting date other than 1 September; all documents must be submitted before the starting date of the study programme concerned.

Re-enrolment is not possible if you have received a negative binding study recommendation for that study programme, or for a study programme with a joint propaedeutic phase (7.8(b)(5)).

13. If your application for enrolment is successfully completed, you will receive a student card or other proof of enrolment issued by the institute director. Reference is made to the HU Students' Charter on this student card (7.33(2)). The HU Students' Charter describes the rights and obligations of students at the university⁹.

Article 5 Enrolment in the First Year¹⁰ of an Associate's Degree Programme or in the Propaedeutic Phase of a Bachelor's Degree Programme.

1. This article only applies to the first¹¹ enrolment in the first year of an AD programme or the propaedeutic phase of a bachelor's degree programme. You can only be enrolled as a student in these programmes if you have met the requirements as stated in this article.
2. This article does not apply to study programmes that have a decentralised selection procedure, with the exception of Paragraph 12 which does apply. (Also refer to Article 20 of these regulations.)
3. The Programme Selection Check of the university consists of a digital intake, a programme selection activity (matching) in the form of a matching day or programme selection consultation (on-site or online) and a programme selection recommendation.

The Programme Selection Check can be offered in a (digital) way that is such that physical attendance is not necessary.

If you have participated in an (online) matching day or in an (online) programme selection consultation, you are entitled to a personal programme selection recommendation.

4. If you want to enrol in the full-time variant of a bachelor's or associate's degree programme and you live in the Netherlands at the moment of your application, you must apply for enrolment with the university via Studielink with the university no later than on 1 May prior to the relevant academic year (7.31(a)(1))¹².

You have the right to be admitted if you have completed and returned the digital intake no later than on 1 June and you have subsequently participated in the programme selection activity (matching).

If you have not returned the digital intake on time, you will no longer be entitled to participate in a programme selection activity (matching) or to receive a programme selection recommendation. This also means that your right to admission will lapse and you will no longer be able to enrol in the relevant study programme (7.31(b)).

5. If you want to enrol in the full-time variant of a bachelor's or associate's degree programme and you live abroad at the moment of your application, you must apply for enrolment with the university via Studielink before 1 September.

⁹ The Students' Charter and other important regulations can be found at www.reglementen.hu.nl.

¹⁰ An AD programme does not have a propaedeutic phase; the 'first year' of an AD programme refers to the first 60 EC.

¹¹ If a student disenrols prematurely and then re-enrols in a subsequent academic year, this is also a first enrolment and not continued enrolment.

¹² If there are still possibilities to be enrolled in a study programme in case of an application after 1 May, this will be mentioned on the website of the study programme concerned, including the conditions that apply.

You have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September. You may participate in a programme selection activity (matching), but this is not compulsory.

6. If you want to enrol in the work-study variant of a bachelor's or associate's degree programme and you live in the Netherlands at the moment of your application, you must apply for enrolment with the university through Studielink before 1 September.

You have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September, and after you participated in the programme selection activity (matching) if this is still offered in accordance with the regular schedule.

7. If you want to enrol in the work-study variant a bachelor's or associate's degree programme and you live abroad at the moment of your application, you must apply for enrolment with the university via Studielink before 1 September.

You have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September, and after you participated in the programme selection activity (matching) if this is still offered in accordance with the regular schedule.

8. If you want to enrol in the regular part-time variant of a bachelor's or associate's degree programme, you must apply for enrolment with the university via Studielink before 1 September¹³.

Participating in the programme selection check is not mandatory in order to be admitted.

If you have applied by 1 May at the latest, you can request to take part in the programme selection activity (matching).

If you applied after 1 May, you can also request a programme selection activity (matching), but in that case it is up to the department to decide whether this can still be offered.

9. If you want to enrol in a part-time variant of a bachelor's or associate's degree programme which forms part of the Flexibilisation Pilot (refer to Article 7(a)), you must apply for enrolment with the university via Studielink.

The number of starting dates may vary per programme. The website and the study guide of the study programme concerned list the starting dates for the relevant study programme, as well as the deadlines for application.

After your application, you will receive a digital intake form and an invitation to a programme selection activity (matching).

Returning the digital intake form or participating in the programme selection activity (matching) is not mandatory in order to be admitted.

10. If you have applied for enrolment in a part-time or work-study variant, you cannot switch to the full-time variant of the study programme on 1 September. However, this is possible during the academic year (on a starting date other than 1 September). For the possibilities of an interim switch to another variant of the study programme, refer to Article 25(2).

¹³ In case of enrolment in a regular part-time variant of a bachelor's or associate's degree programme, the institute director may, pursuant to Article 7, Paragraph 7, permit application until 30 September.

11. If you can demonstrate that you were enrolled in another funded higher education or university study programme prior to the academic year for which you want to apply for enrolment, you will be able to apply for enrolment in a programme with the university via Studielink by 31 August at the latest.

If you applied after 1 May, you have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September, and after you participated in the programme selection activity (matching) if this is still offered in accordance with the regular schedule (inter alia 7.31(a)(5)).

12. If you have applied, on time¹⁴ and via Studielink for enrolment with a university in the propaedeutic phase or equivalent phase of a study programme, but you want to change your selection, you must apply for enrolment in another programme with the university via Studielink before 1 September.

You then have the right to be admitted if you have completed and submitted the digital intake within 1 month after it was sent to you, but no later than 15 September, and after you participated in the programme selection activity (matching) if this is still offered in accordance with the regular schedule (7.31(c)).

Article 6 Part-Time Flexibilisation Pilot

The university participates in the Part-Time Flexibilisation Pilot. This means that part-time variants of certain study programmes, in addition to their regular enrolment date of 1 September, have a maximum of three further starting dates in the academic year by which you can be enrolled. These starting dates and any application deadlines are mentioned on the website and in the study guide of the study programme concerned.

If you apply for enrolment with a start date other than 1 September, you must re-enrol in the programme by 1 September in order to continue it. Your re-enrolment as of 1 September must then again comply with the applicable rules.

These officially recorded deviating starting dates constitute regular enrolment, not interim enrolment as referred to in Article 7(8).

Article 7 Participation in Further Programme Selection Activities

1. If participation in the programme selection activity (matching) is compulsory on the grounds of Article 5, you can only be enrolled if the department has established that you have complied with the participation obligation.
2. The way in which the Programme Selection Check is completed is described on the website www.studiekeuze.hu.nl under [practical information of](#) the programme concerned¹⁵.
3. After you have applied for enrolment, you will be invited in good time via the e-mail address provided in Studielink or by telephone to take part in the programme selection activity (matching).

¹⁴ For study programmes with decentralised selection, the student must have applied before 15 January; for other programmes, including programmes with additional admission requirements ('*Vaktherapie*'), the student must have applied before 1 May.

¹⁵ It also specifies whether and how a prospective student can participate in a programme selection activity when it is not compulsory.

4. If you are unable to take part in the programme selection activity (matching), you are obliged to cancel as soon as possible, and in any case before the start of the programme selection activity (matching). If you are unable to cancel on time due to special circumstances, please report this as soon as possible.

Appendix 2 of these regulations describes what constitutes a valid reason, in the form of a special circumstance.

5. The institute director will assess whether there is a valid reason, in the form of a special circumstance, which prevents participation in/timely cancellation for the programme selection activity (matching). You may be asked to provide evidence of the special circumstances you invoke.
6. If the institute director determines that there is a valid reason, in the form of a special circumstance, due to which you were unable to cancel on time/participate in the programme selection activity (matching), you will be invited to the next programme selection activity (matching), and you will be obliged to participate in it.

If a programme selection activity (matching) is no longer offered in accordance with the regular schedule, the institute director will grant you exemption from the obligation to participate in the programme selection activity (matching) as referred to in Paragraph 1 of this article.

7. If you do not participate in the programme selection activity (matching) without a valid reason and/or do not cancel in time, your right to admission to the study programme will lapse and your application for enrolment will be rejected.

Article 7(a) Enrolment as of 1 February

1. In addition to the standard start date of the programme on 1 September, a number of study programmes have another standard start date on 1 February. The website and the study guide of the relevant programmes list whether this also applies to your chosen programme¹⁶.
2. If you wish to enrol in the study programme in question with a standard start date of 1 February, you must apply for enrolment with the university via Studielink on 31 December at the latest.
3. If you apply for enrolment on the standard start date of 1 February, your first academic year runs from 1 February to 31 August. You must then re-enrol by 1 September in order to continue the study programme. Your re-enrolment as of 1 September must then again comply with the applicable rules.
4. If you are enrolling for the first time¹⁷ for the first year of an AD programme, or for the propaedeutic phase of a bachelor's degree programme, and you are living in the Netherlands at the time of application for enrolment, you will be required to return the digital intake form no later than on 15 January and also to participate in the programme selection activity (matching)

If you live abroad at the time of application for enrolment, you are required to return the digital intake form no later than on 15 January and you may participate in the programme selection activity (matching).

¹⁶ This is therefore a standard start date and does not pertain to the Part-Time Flexibilisation Pilot of Article 7(a).

¹⁷ If a student disenrols prematurely and then re-enrols in a subsequent academic year, this is also a first enrolment and not a re-enrolment.

This applies regardless of which programme variant you wish to enrol in. If you meet these obligations, you have the right to be admitted. If you have participated in the programme selection activity (matching), you are entitled to a programme selection recommendation.

If you have not met the obligations, your right to admission will lapse (7.31(b))¹⁸.

5. The Programme Selection Check of the university consists of a digital intake, a programme selection activity (matching) in the form of a matching day or programme selection consultation (on-site or online) and a programme selection recommendation.

The programme selection check can be offered in a (digital) way that is such that physical attendance is not necessary.

If you have participated in an (online) matching day or in an (online) programme selection consultation, you are entitled to a personal programme selection recommendation.

6. You must apply for enrolment in the programme concerned in accordance with the application and enrolment procedure as described in this article, Article 6 and Article 7, with the exception of Article 7, Paragraph 6, 7 and 8. Where these articles refer to 1 and 30 September, they should instead read 1 February and the last day of February.
7. Your enrolment can be cancelled free of charge until 31 January.
8. This article does not apply to study programmes for which a selection procedure has been established.

Article 8 Tuition Fee Level

If you are enrolled as a student (full-time, part-time or work-study), you must pay tuition fees. The level of the tuition fees is determined annually per academic year, based on the law (statutory or reduced statutory tuition fees, or the flexible studying rate), or by the Executive Board (institution tuition fees) (7.43, 7.45, 7.45(a) and 7.46).

The level of the various tuition fees can be found via the Tuition Fee Calculator:

<https://www.hu.nl/collegegeld-en-betalen>

The tuition fees to be paid are determined on the basis of the WHW and the related laws and regulations. You can check this via the tuition fee calculator.

If you participate in Flexible Studying, you pay a specific rate per credit. Please refer to the Flexible Studying Regulations for this matter, which can be found at www.reglementen.hu.nl.

Article 9 Termination of Enrolment on Request

1. You can request, via Studielink, to have your enrolment terminated. The institute director will then terminate your enrolment with effect from the month following the date of your request (7.42.1)¹⁹. That is unless you request to be disenrolled at a later time, in which case the enrolment will end with effect from the month you specified.

¹⁸ The exceptions as referred to in Article 5(11) and 5(12) do not apply to an application for enrolment as of 1 February.

¹⁹ Students are responsible for their disenrolment via Studielink, as well as for stopping their student grants and loans and ending their student travel products with DUO.

2. If your enrolment is terminated, any tuition fees already paid will be refunded as follows:
 - a. if your enrolment is terminated in the course of the academic year, but not with effect from 1 July or 1 August of that year, you will be refunded one twelfth of the tuition fees paid, for each month of the academic year during which you are no longer enrolled (7.48(4));
 - b. if your enrolment is terminated with effect from 1 July or 1 August of the academic year, no tuition fees will be refunded. An exception to this is when enrolment is terminated in the event of the student's death. In that event, the remaining part of the tuition fees for the entire year will be refunded.

3. If, in the academic year in question, you are also enrolled in a second study programme at the university or another funded university (of applied sciences), and you are exempt from paying tuition fees for the second enrolment, no tuition fees will be refunded if you are disenrolled from your first programme at the university (7.48(1)).

Article 10 Termination Following a Binding Study Recommendation

- b. If you have received a negative binding study recommendation²⁰ that includes rejection, you will not be able to re-enrol in that programme, or in a programme that shares the propaedeutic examination with the programme in question²¹.

- c. If you are enrolled in a programme on 1 February or later and have received, before 1 February of the following academic year, a negative binding study recommendation with rejection, you will be disenrolled with effect from 31 January of that year. A re-enrolment in that programme, or in a programme that shares the propaedeutic examination with the programme in question, is not possible.

- d. If you are enrolled in the context of the Part-Time Flexibilisation Pilot with a different enrolment date (refer to Article 7(a)) and have received a negative binding study recommendation with rejection, you will be disenrolled at the end of that academic year (in this case, an academic year comprises 12 months). A re-enrolment in that programme, or in a programme that shares the propaedeutic examination with the programme in question, is not possible.

Article 11 Rights and Obligations on Enrolment

1. The most important rights and obligations arising from enrolment are included in the following chapters of this Students' Charter. More details on these rights and obligations can be found in the university regulations forming part of this Students' Charter.

2. Enrolment as a student gives you the following rights:
 - a. the right to participate in the education in any event of the programme for which you are enrolled;
 - b. the right to sit tests and examinations forming part of the programme for which you are enrolled;
 - c. the right to access the buildings belonging to the university and the educational facilities in them, with due observance of the (house) rules laid down for this purpose;
 - d. the right to make use of other facilities provided for students, such as the services of a student counsellor and the right to student counselling;
 - e. the right to complete, within a reasonable period of time, the programme at HU University of

²⁰ No rejection is attached to an urgent negative study recommendation, and the student can therefore re-enrol in the programme concerned. Whether a department issues an urgent or a binding study recommendation is laid down in the study guide of the programme concerned.

²¹ For AD programmes, this should read: the first period of 60 EC of the programme.

Applied Sciences Utrecht or another university of applied sciences if the Executive Board decides to terminate the programme.

3. Enrolment as a student gives you the following obligations:
 - a. the obligation to participate in those units of study, in accordance with the provisions set out in the education and examination regulations, which are deemed necessary for the programme for educational reasons;
 - b. the obligation to do whatever may reasonably be expected of the student in order to successfully continue the study programme per academic year.
4. For students enrolled as *extraneus*, only Paragraph 2(b) and 2(c) apply.

Article 12 Legal Protection

If you disagree with a decision taken on the basis of the HU Enrolment Regulations, you can lodge a digital appeal with the HU Legal Protection for Students Office. The period for lodging an appeal is 6 weeks.

Article 13 Further Enrolment Regulations

1. The statutory rules on enrolment in a study programme are laid down in Chapter 7, title 2, 2(a) and title 3 of the WHW, and in the HU Enrolment Regulations.
2. The HU Enrolment Regulations provide for the following:
 - a. further requirements for enrolment;
 - b. enrolment procedure;
 - c. termination of enrolment;
 - d. payment of tuition and examination fees;
 - e. possibilities for reduction of, exemption from, and refund of tuition fees.

4 EDUCATION AND EXAMINATIONS

Refer to the HU Education and Examination Regulations 2022-2023, available at ASK HU and www.hu.nl/rechten-en-plichten.

5 PARTICIPATION IN DECISION-MAKING

Article 14 University Council

1. The university has a University Council (HSR). The HSR consists of 20 members, half of whom are elected by and from university staff, and the other half of whom are elected by and from university students.
2. The HSR is authorised to discuss all matters that concern the university. The HSR is also authorised to present motions to the Executive Board and to express opinions. The Executive Board shall only adopt a resolution on a motion after at least one consultation meeting with the HSR has taken place. The Executive Board must then respond to these motions in writing and with sufficient argumentation within 5 weeks.
3. The powers of the HSR regarding the right to endorse and the right to be consulted are laid down in the HU Participation Regulations.
4. If there is a dispute about endorsement between the Executive Board, and the HSR and the Board wishes to uphold its motion, the dispute resolution procedure described in the HU Participation Regulations applies.

Article 15 Institute Council

1. Each institute has an Institute Council (IR). The IR consists of a number of members determined in accordance with the Participation Regulations, half of whom are elected by and from the institute staff, and the other half of whom are elected by and from the institute students.
2. The IR is authorised to discuss all matters that concern the institute. The IR is authorised to present motions to the Institute Director and to express opinions. The Institute Director will only decide on a motion after at least one consultation meeting with the IR has taken place. The Institute Director must then respond to these motions in writing and with sufficient argumentation within 5 weeks.
3. The powers of the IR regarding the right to endorse and the right to be consulted are laid down in the Participation Regulations.
4. If there is a dispute about endorsement between the Institute Director Board and an IR, and the Institute Director wishes to uphold his motion, the dispute resolution procedure described in the Participation Regulations applies.

Article 16 Study Programme Committees

1. Each study programme or group of study programmes has a (joint) study programme committee ((G)OC) consisting of three staff members, three student members, one candidate for student membership from the first year, one candidate for student membership for the quality portfolio, and one candidate for membership from the professional field.
2. The OC is authorised to discuss everything that concerns the study programme. The OC is also authorised to present motions to the Institute Director and to express opinions. The Institute Director will only decide on a motion after at least one consultation meeting has taken place. The Institute Director must then respond to these motions in writing and with sufficient argumentation within 5 weeks.
3. The OC has the powers as described in the Participation Regulations.
4. If there is a dispute about endorsement between the Institute Director and the OC, and the Institute Director wishes to uphold its motion, the dispute resolution procedure described in the Participation Regulations applies.

Article 17 Legal Protection

The Executive Board and the Institute Directors ensure that students who are members of the participation council are not disadvantaged in their position in relation to the university, in the sense that they are not to be treated differently from other students. This also applies to candidates for membership and former members.

Article 18 Further Regulations on Participation in Decision-Making

The statutory rules for participation are laid down in Chapter 10 of the WHW and detailed further in the Participation Regulations.

6 STUDENT FACILITIES

Article 19 Student Counsellor

1. The Institute Director must provide the necessary student facilities, including the services of a student counselling centre.
If an institute is (also) located outside Utrecht, it will be ensured that the student counselling centre is (also) accessible to the students in that location.
2. The student counsellors have the task of providing information, advice and coaching to students with questions/problems that may adversely affect their studies. The student counsellor acts independently in this regard.
This advisory function includes:
 - a. pointing out the possibility of engaging a mediator or referring a student to the student psychologists of the university;
 - b. with the consent of the student concerned, advising on the assessment of 'special circumstances' that play an important role in the formation of, in particular, the binding study recommendation and the allocation of financial support on the basis of the Graduation Financial Aid Scheme or the Emergency Fund Scheme²².
3. The student counsellor, as confidential advisor, has a duty of confidentiality. Personal details communicated by the student to a student counsellor will not be stored in a student administration system without consent.
4. The student counsellor does not provide information about an individual student to third parties without the explicit consent of the student concerned.
5. The HU Student Counsellors Regulations contain further rules on the position, duties and powers of the student counsellor, on the service contact between student counsellor and student, and on the rights of the student in this respect.

Article 20 HU library

1. The university has an HU library for the education and research carried out within the university.
2. As a student, you have the right to access and use the HU library, both physically and digitally (the latter via <http://www.bibliotheek.hu.nl>) on presentation of your student card and using the HU login details respectively. Your personal account should not be shared with anyone.
3. As a student, you may only make a limited number of copies of copyright-protected works within the context of your studies and for your own use, without paying copyright fees and without obtaining permission from the copyright holder. Digital copies of material from the HU Library may not be reuploaded or distributed without permission.
4. Educational materials of which the copyright rests with the university and which are not released under a creative commons licence - including software - may not be copied and/or made public or processed, unless explicit permission has been granted by the Institute Director,
5. The enforcement of copyright claims by third parties and the university are provided for in the HU Copyright Regulations.

²² Please refer to Chapter 7 of these Statutes for more information.

Article 21 Sports Facilities

University students can use the sports facilities provided by the Mesa-Cosa (Olympos) foundation.

7 FINANCIAL SUPPORT

Article 22 HU Profiling Fund

The HU Profiling Fund is the set of university regulations on financial support for students.

The HU Profiling Fund consists of the following schemes:

1. Graduation Financial Aid Scheme (compensation for student grants and loans, financial support in case of a delay in studies due to special circumstances);
2. Emergency Fund Scheme (grant in case of acute financial emergencies due to unforeseen expenses that cannot be reasonably insured);
3. Knowledge Grants Scheme (grants for students who have to pay institution tuition fees because of their nationality);
4. Top-Level Sports Scheme (various facilities for student who practice sports at a high level);
5. Scholarship Scheme (scholarship for student representatives in HU/UU student organisations, which scheme is implemented together with Utrecht University);
6. Tuition-Free Management Scheme (options for persons in a management or board position not to pay statutory tuition fees).

Article 23 Graduation Financial Aid Scheme

1. You are eligible for graduation financial aid if:
 - a. you are enrolled as a student in a programme at the university and owe statutory tuition fees; and
 - b. you are or were entitled to the performance-related grant (higher education)²³ for that study programme as referred to in the '*Wet studiefinanciering 2000*' (Student Finance Act 2000); and
 - c. you, during the period you were entitled to a performance-related grant (higher education), incurred, or expect to incur, a delay in studies due to special circumstances; or
 - d. you are enrolled in a study programme that has not been re-accredited, as a result of which you are no longer entitled to student finance; and
 - e. you have fulfilled the procedural requirements.
2. The only special circumstances, as referred to in Paragraph 1, are (7.51.2(c) through 7.51.2(h) and 7.51(b) of the WHW) are:
 - a. illness or pregnancy and the student giving birth;
 - b. a disability or chronic illness;
 - c. special family circumstances, also including the special circumstances of the person with whom the student is living together or is in a long-standing LAT relationship;
 - d. the circumstance that the study programme is structured in such a way that the student was or will be unable, in all reasonableness, to sit the final examination within the period that he is entitled to a performance-related grant (higher education) (insufficiently studyable programme)

²³ Please note:

Students who first received student financing pursuant to the '*WSF 2000*' before 1 September 2015 are entitled to the 'performance-related grant' consisting of a basic grant.

Students who first received student financing pursuant to the '*WSF 2000*' after 31 August 2015 are entitled to the 'higher education performance-related grant', which includes a supplementary grant, provisions for travel, or a single-parent family allowance.

- e. activities in the administrative or social field that are in the interest of the university or of the education followed by the student. This is at the discretion of the Education, Research and Student Affairs Service (OO&S) Director;
 - f. top-level sports status of the HU, according to the Top-Level Sports Scheme;
 - g. any circumstances other than those mentioned above, which, if a request for financial support based thereon were not approved, would lead to extreme unfairness. This is at the discretion of the OO&S Director.
4. Every special circumstance resulting in a delay in studies that can lead to an entitlement to graduation financial aid must be reported to the student counsellor as soon as possible, but in any case within five months after the start of the special circumstance.
 5. The OO&S Director must have recognised the study delay caused by a special circumstance as referred to in this article before graduation support can be claimed.
 6. In accordance with the procedure described in the Graduation Financial Aid Scheme, the student must submit a request for recognition of the delay in studies to the Graduation Financial Aid Committee, which will then issue an opinion to the OO&S Director on the request. After receiving this advice, the OO&S Director shall decide on the request for recognition of the delay in studies.
 7. After the delay in studies caused by special circumstances has been recognised by the OO&S Director, a request for graduation financial aid can be submitted to the Graduation Financial Aid Committee, in accordance with the procedure described in the Graduation Financial Aid Scheme, which will then issue an opinion on the request to the OO&S Director. After receiving this advice, the OO&S Director shall decide on the request for granting graduation financial aid.

Article 24 Emergency Fund Scheme

1. In case of a financial emergency, students are eligible for a payment from the emergency fund if they:
 - a. are enrolled as a student in a study programme at the university; and
 - b. are actually studying and have reasonable prospects of successfully completing their studies;
2. The financial emergency must meet the following criteria:
 - a. the situation must have been immediate, and unforeseeable or non-preventable;
 - b. the situation must be non-recurrent, i.e. not structural or periodic;
 - c. the situation must be solvable by one-off support;
 - d. there is no prospect of financial assistance for this emergency from other parties, such as student grants and loans, special assistance arrangements (municipality), health insurance, rent allowance, or the '*Wet voorzieningen gehandicapten*' (Wvg, Services for the Disabled Act);
 - e. the problem must be of a limited scale, the Emergency Fund does not provide assistance with large sums of money;
3. An application for a financial contribution from the Emergency Fund can be submitted to the Emergency Fund Committee via the student counsellor, in accordance with the procedure described in the Emergency Fund Scheme, which will then issue an opinion to the OO&S Director. As soon as possible after receiving this application, the OO&S Director shall make a decision.

Article 25 Knowledge Grants Scheme

1. As a student, you are eligible for financial support on the basis of a knowledge grant if:
 - a. you are enrolled in a study programme at the university, for which you have not yet obtained a degree; and

- b. you do not form part of one of the groups of persons referred to in Article 2.2 of the '*Wet Studiefinanciering 2000*' (Student Finance Act 2000), and you do not hold the Surinamese nationality;
 - c. you meet the other conditions set by the Head of the International Office.
2. Financial support on the basis of a knowledge grant can be used for:
 - a. the living expenses for Excelling non-EEA students enrolling in programmes in or transferring through the HU;
 - b. other internationalisation initiatives.
3. The application for a knowledge grant should be submitted to the Head of the International Office, in accordance with the procedure described in the Knowledge Grants Scheme. The Head of the International Office decides whether the conditions of the application have been met.

Article 26 Top-Level Sports Scheme

1. You qualify for facilities as referred to in Paragraph 2 if:
 - a. you are enrolled as a student in a programme at the university and owe statutory tuition fees; and
 - b. during (a part of) the study programme, you fall into one of the categories established by NOC*NSF, namely:
 - you practice international sports at the highest levels, such as participation in European (Youth) Championships, World (Youth) Championships, or the Olympic Games;
 - you perform at national level, you are a member of Jong Oranje, or you are considered an up-and-coming talent;
 - c. you do not claim financial support on the basis of another facility (e.g. study guarantee fund of NOC*NSF); and
 - d. you have fulfilled the procedural requirements.
2. The facilities which a student/top-level athlete can claim are:
 - a. flexible educational opportunities, insofar as these can be realised within the study programme;
 - b. mediation in additional training facilities;
 - c. reimbursement of (part of) the special costs that practising top-level sport entails for the student;
 - d. financial support in the event of delay in studies caused by top-level sport.
3. A request for financial support can be submitted to the top-level sports coordinator of the HU, in accordance with the procedure described in the Top-Level Sports Scheme. The top-level sports coordinator checks the application for completeness and then forwards it to the top-level sports committee. The top-level sports committee issues an opinion to the OO&S Director, after which this director shall decide on the application.

Article 27 Scholarship for Student-Representatives Scheme

1. Students are eligible for a scholarship for student representatives if they meet all the requirements below:
 - a. the student is a member of the board of a student organisation for which a scholarship for student representatives has been made available under this scheme;
 - b. the student who applies for a scholarship for student representatives of HU University of Applied Sciences Utrecht or UU Utrecht University is enrolled as a 'student' at the HU or UU respectively during his year of appointment, has paid statutory tuition fees there, and also receives student finance in that year;
 - c. the management position is taken up:

- by a bachelor student in higher professional education: within the first 72 months of enrolment in higher education;
 - by a student in a one-year master's programme in higher professional education: within the first 84 months of enrolment in higher education;
 - by a student in a one-and-a-half-year master's programme in higher professional education: within the first 90 months of enrolment in higher education;
 - by a student in a two-year master's programme in higher professional education: within the first 96 months of enrolment in higher education.
- d. the student is demonstrably not eligible for a binding negative study recommendation for the study programme in which he is enrolled during his year of appointment;
- e. on the reference date, the student has attained an average of 30 credits at an institution of higher education per year of enrolment. The following reference dates are used to determine this:
- management activities that commence between 1 September and 1 January: 1 September
 - management activities that commence between 1 January and 1 May: 1 January
 - management activities that commence between 1 May and 1 September: 1 May
- For the determination of the study progress requirement, all registered I credits obtained in higher education programmes may count. Account is taken of delays in study caused by:
- special circumstances that have led to graduation financial aid;
 - management activities subject to which a scholarship for student representatives has been granted; and
 - participation in a HU/UU management or participatory body;
- f. the student has not yet passed the final examination of the study programme he is following at the beginning of the management position.
2. Subject to the conditions set out in the first paragraph, students may also qualify for a scholarship for student representatives if they:
- are not entitled to study finance because they do not meet the requirement concerning nationality (Section 2.2 of the *'Wet op de Studiefinanciering 2000'* (Student Finance Act 2000), or is only eligible for the tuition fee credit on the grounds of the nationality requirement;
 - do meet the other conditions for entitlement to student finance (such as age).
3. An application for a scholarship for student representatives must be submitted to the OO&S Director, in accordance with the procedure described in the Scholarship for Student Representatives Scheme, before the management position starts. The director decides on the application on behalf of the Executive Board.

Article 28 Tuition-Free Management Scheme

1. Students may be eligible for a one-off exemption from paying statutory tuition fees at HU University of Applied Sciences Utrecht for a maximum period of one academic year. Students must then:
- a. not attend classes or sit interim examinations during the academic year in question, and
 - b. prove that they occupy a full-time management position. A 'full-time management position' means that the student receives ten scholarships for student representatives or similar compensation, or holds a position/performs activities of at least 0.8 FTE or more of (a combination of) the following:
 - i. member of the board of a student organisation/study association with full legal capacity, recognised by the HU University of Applied Sciences Utrecht;
 - ii. member of the Central Participation Council/University Council within the HU University of Applied Sciences Utrecht;
 - iii. member of *one* institute council within the HU University of Applied Sciences Utrecht;
 - iv. member of *one* (joint) study programme committee within the HU University of Applied Sciences Utrecht;

- v. activities in the managerial or social field that, in the opinion of the university board, are also in the interest of the institution or of education at the institution; and
 - c. provided the memberships/activities referred to in the previous paragraph are not of a commercial nature.
2. An application to become eligible for the scheme referred to in Paragraph 1 of this article may be submitted to the OO&S Director, who shall decide on the application.
3. A student who, if enrolled at an institution, would be entitled to a form of student finance as referred to in Article 5.2 of the WSF 2000 and whose application for financial support has been approved on the basis of the Profiling Fund, on the basis of:
- a. the Graduation Financial Aid Scheme, Article 2, Paragraph 1(e) and 1(g);
 - b. the Scholarship for Student-Representatives Scheme; or
 - c. the Top-Level Sports Scheme,

may choose not to enrol for a maximum of one year, while retaining the financial support he would have received if he had been enrolled. In that case, an agreement between the university and the student will lay down that the student is entitled to financial compensation, without being enrolled in the study programme for the academic year in question.

Article 29 Legal Protection

If the student's application for financial support is rejected, the student can lodge an appeal with the HU Legal Protection for Students Office. The period for lodging an appeal is 6 weeks. This must be done in accordance with the appeal procedures as regulated in the HU Legal Protection for Students Regulations.

8 MAINTAINING ORDER, INAPPROPRIATE CONDUCT AND SANCTIONS

Article 30 Smooth Running of Events

1. For the smooth running of events within²⁴ the university, the standards and further regulations and instructions laid down by or on behalf of the Executive Board or the Institute Director will apply in addition to the law and standards derived from the law. These standards, regulations and instructions may relate to, but are not limited to, the following topics:
 - a. verbal, physical and sexual harassment or other forms of inappropriate conduct;
 - b. the use of the buildings and premises, with the facilities therein or thereon, both during educational period and outside of this. This includes in any case:
 - the obligation to handle the facilities and materials provided by the university with due care;
 - the obligation to return rented or borrowed materials at the agreed time and in the same condition as they were received, and to compensate any damage after return, which can be attributed to the student in the opinion of the Institute Director;
 - c. reporting absence of the student in the event of illness or another inability to attend;
 - d. changes of schedule and hours in between lessons;
 - e. special circumstances.
2. Within the university, there is a ban on wearing clothing that covers the face completely or to such an extent that only the eyes are visible, or makes the wearer unrecognisable, without prejudice to the authority of the Executive Board to recommend or set additional clothing regulations that are necessary to protect the body with regard to health or safety, without prejudice to the authority of department management to set additional clothing regulations in this study guide if necessitated by the practical implementation of education.
3. On the basis of the '*Arbeidsomstandighedenwet*' (Working Conditions Act) and the '*Arbeidsomstandighedenbesluit Onderwijs*' (Decree on Working Conditions in Education) based on that act, the following obligations apply to students:
 - a. the obligation to act with due care and attention when working and studying;
 - b. the obligation to acquaint oneself with safety regulations and other regulations relating to ones work and studies;
 - c. the obligation to use the safety provisions correctly and to wear or use compulsory protective equipment;
 - d. the obligation to report unsafe and/or unhealthy work situations to the Institute Director.
4. In the event of a violation of the law and the standards arising from it, or of any standards, regulations or instructions mentioned in Paragraphs 1 and 2, or in the event of a failure to comply with the obligations mentioned in Paragraph 3, the following measures may be taken by the Institute Director:
 - a. issuing a warning or reprimand;
 - b. denying access to buildings and premises of the university, as well as denying access to online education for a period of up to one year;
 - c. terminating enrolment for a maximum period of one year;
 - d. permanent disenrolment (dismissal) of the student if he remains in violation after having received a warning.
5. If a student, against whom a measure has been taken on the grounds of Paragraph 4(b), is disenrolled prematurely at his request, (the remainder of) the measure will still be implemented in case of any re-enrolment.

²⁴ This includes conduct of university students which does not take place physically within the confines of the university, as well as online conduct.

6. A measure as referred to in Paragraph 4(b) also constitutes a reason to exclude a student from participatory bodies and study programme committees, as the student will then not be able to fulfil his obligations as a member of the bodies in question.

Article 31 Application of Measures

1. Before the Institute Director decides to take any of the measures referred to in the previous article, he will first give the student in question the opportunity to be heard on this matter.
2. The decision of the Institute Director to apply a measure will be communicated to the student in writing, with sufficient argumentation, as soon as possible, but in any case within three weeks after the student was heard.
3. If a student is denied access to university buildings, premises, and online education, it may be decided not to enforce this measure if the student in question complies with certain special conditions.
4. In serious situations, the management may decide to deny the student access to the buildings, premises and digital education with immediate effect, in anticipation of the decision referred to in Paragraph 2 of this article. This measure then lasts a maximum of 2 weeks.
5. If a student disagrees with the denial of access to HU buildings, premises, and online education, he may lodge an appeal with the HU Legal Protection for Students Office. The appeal period is 6 weeks (also refer to the HU Legal Protection for Students Regulations).

Article 32 Declaration of Unfitness (*Iudicium Abeundi*)

1. The Executive Board may, in special cases and after careful consideration of the interests of the student and the institution, terminate or refuse the enrolment of a student who, by his behaviour or expressions, has shown himself to be unfit for the practice of one or more professions for which he is being trained, or for the practical preparation for professional practice.
2. A measure as referred to in Paragraph 1 may also be imposed for other study programmes with a main subject that corresponds with, or is closely related to, the study programme for which the student has been refused on the grounds of Paragraph 1.
3. A decision as referred to in Paragraph 1 shall have immediate effect and shall be valid indefinitely. The student in question cannot be re-enrolled in the same study programme, unless he demonstrates to the Executive Board at a later date that he is no longer unfit.

Article 33 Procedure for Terminating or Refusing Enrolment (*Iudicium Abeundi* Procedure)

1. A measure as referred to in Article 32(1) shall be preceded by a substantiated opinion issued by the examination board or the Institute Director.
2. Before any measure as referred to in Article 32(1) is taken, the student in question will be heard.
3. The decision of the Executive Board shall be recorded in writing, together with the reasons for it. The decision will be sent to the student in question by registered mail as soon as possible, but in any case within three weeks after the student was heard.
4. The student concerned may lodge an appeal against the measure as referred to in Article 32(1) with the HU Legal Protection for Students Office. The appeal period is 6 weeks (also refer to the HU Legal Protection for Students Regulations).

Section 34 Withdrawal and Termination of Enrolment by the University

1. Your enrolment may be withdrawn if you do not respect the objectives of the university. The decision to withdraw your enrolment is taken by the Executive Board, following the opinion of the Institute Director. This decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision. Your enrolment cannot be withdrawn if the study programme for which you are enrolled is offered exclusively by the university and, because of the withdrawal of your enrolment, you would no longer be able to follow the relevant study programme at another university (7.37.6).
2. Your enrolment may be withdrawn if there is a well-founded fear that you will abuse your enrolment and associated rights, which will seriously harm the specific nature of the university. Your enrolment may also be withdrawn if it is established that you have abused your enrolment and associated rights. The decision to withdraw your enrolment is taken by the Executive Board, following the opinion of the Institute Director. This decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision. (7.37.5).
3. If you are a non-EEA student, your enrolment will be terminated immediately if it becomes apparent after enrolment, on whatever grounds, that your stay in the Netherlands was not legal on the first day of enrolment and to which the first enrolment pertained (7.32.6).
4. Your enrolment may be terminated if the tuition fee is not paid despite a reminder. Your enrolment will then be terminated with effect from the second month following the first reminder (7.42.2).
5. Your enrolment may be terminated if you are found guilty of committing irregularities in accordance with the provisions of Article 4.12.1 HU EER (7.12(b)(2)). This decision is taken by the Institute Director, motioned by the examination board. The decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision.
6. Your enrolment may be terminated during the academic year on the basis of Article 30(4)(c) of the HU Students' Charter if you have not complied with the regulations referred to in Section 7.57(H)(1) WHW (house rules and measures concerning order). The decision to terminate your enrolment is taken by the Institute Director. This decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision.
7. Your enrolment may be terminated permanently on the grounds of Article 30(4)(d) of the HU Students' Charter if, despite a warning to this effect, you violate the rules of order and/or cause serious nuisance (7.57(h)(2)). The decision to terminate your enrolment is taken by the Institute Director. This decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision.
8. If, through your behaviour or expressions, you have demonstrated that you are unfit for the practice of one or more professions for which the study programme concerned provides education, or unfitness for the practical preparation for the professional practice of the study programme concerned, the institute director may issue an opinion to the Executive Board for termination of your enrolment, possibly after having obtained the opinion of the examination board and carefully weighing up the interests involved. Further rules of a procedural nature are set out in Article 33 of the HU Students' Charter (7.42(a)).
9. Your enrolment may be terminated on the grounds of Article 7(b)(2) of these regulations if you do not meet the educational admission requirements in time.

9 LEGAL PROTECTION

Article 35 Privacy Protection

1. The student *inter alia* has the right to request the following:
 - a. whether his personal data are processed within the university;
 - b. if so, to provide an overview thereof or to be granted inspection;
 - c. to correct, supplement or delete these data if they are factually inaccurate, are insufficient for the purpose of processing, are irrelevant in this respect, or if they are in conflict with a statutory provision;
 - d. whether his data from the system have been disclosed to third parties;
 - e. to obtain a copy of the personal data processed from the database.
2. If a student has submitted one of the above requests, the university will respond as soon as possible and in any case within one month. Depending on the complexity of the request, this period may be extended by two months. The university will notify the student of such an extension within one month of the original request. In processing the request, the university will observe the provisions of the '*Algemene Verordening Persoonsgegevens*' (AVG, the Dutch General Data Protection Regulations).
3. The student always has the right to object to the processing of personal data concerning him.
4. The student can contact the data protection officer of the university on all matters relating to the processing of his personal data. The data protection officer has the statutory duty to maintain privacy and confidentiality in the performance of his duties.
5. No later than two years after the termination of enrolment, all personal data of the student will be deleted from the database, unless a longer period serves a practical purpose or is necessary on the basis of a statutory obligation. Personal data of persons not enrolled in the university after admission, will be deleted from the database no later than one year after the start of the new academic year.
6. The collection, storage, correction and provision of personal data are further regulated in the '*Algemene Verordening Persoonsgegevens*' (AVG, the Dutch General Data Protection Regulations) and the university's policies based on this regulation.

Article 36 Confidential Advisor

1. Each university building has one or more confidential advisors. Each confidential advisor is appointed by the Executive Board.
2. Every university student and staff member who is personally confronted with inappropriate conduct²⁵ (such as verbal, sexual or physical intimidation) by staff members or (fellow) students, or who has observed this within the university, can report this to the confidential advisor.
3. Students can also report forms of inappropriate conduct encountered at work placement locations to a confidential advisor at the university. In that case, the confidential advisor issues an opinion to the Institute Director on the measures to be taken concerning the work placement itself and its location.
4. Reports to a confidential advisor can be made verbally or in writing.
5. The duties of a confidential advisor include the following:

²⁵ Inappropriate conduct can consist of consciously or unconsciously harming another person, which can be understood to mean: bullying, verbal, physical and psychological violence, expressions of intolerance, violation of integrity, fundamentalism, radicalism and extremism, sexual intimidation and sexual abuse, as further described in Section 1(8) of the HU Misconduct Regulations.

- a. being the contact for students and staff members who are personally confronted with inappropriate conduct in the context of work or studies, or who have observed inappropriate conduct in that context;
 - b. assisting, supporting and providing aftercare to students and staff members who have been confronted with inappropriate conduct;
 - c. supporting the complainant in a complaints procedure with the grievance committee and providing support in requesting help from internal or external support agencies.
6. The HU Misconduct Regulations reinter alia regulate:
- a. the further duties and powers of the confidential advisor;
 - b. the guaranteeing of the independent functioning of the confidential advisor.

Article 37 Legal Protection of Students at Institutes

1. The university ensures that one or more digital Legal Protection Offices are set up.
2. Any (potential) student may file a complaint with the Institute Office or directly with the body responsible for handling the complaint. The procedure for this is laid down in the HU Legal Protection for Students Regulations, and in the forms developed for this purpose. Complaints may also be submitted verbally.
3. The Institute Office ensures that the case is forwarded to the appropriate body. The HU Office informs students about the procedures and can refer students for advice and assistance, for example to the confidential advisor or mediator.
4. The time limit for submitting complaints to the Institute Office counter depends on the nature of the complaint. Please refer to the HU Legal Protection for Students Regulations.
5. The body handling the complaint will process the complaint according to the procedures laid down in the HU Legal Protection for Students Regulations and will, in principle, come to a decision on the complaint within two weeks.

Article 38 HU Legal Protection for Students Office:

1. A student (prospective, current or former) who is regarded as stakeholder with respect to that decision can lodge a digital appeal with the HU Legal Protection for Students Office. If the decision was taken as a result of a complaint as referred to in Article 37(5) of the Students' Charter, the student may submit a request for review to the HU Legal Protection for Students Office. Appeals and complaints can also directly be submitted to the HU Office. Complaints may be submitted verbally if this is preferred.
2. The HU Office ensures that all appeals and requests for review submitted to the office are forwarded to the relevant committee or to the Examination Appeals Board. The HU Office informs students about the procedures and can refer students for advice and assistance, for example to the confidential advisor or mediator. The HU Office also informs and advises the STIP.
3. The time periods for lodging an appeal or a request for review are as follows.
 - 6 weeks for decisions, and decisions following complaints that are not related to treatment;
 - 1 year for complaints relating to treatment, except if it concerns inappropriate conduct, counting from the date of the conduct in question;
 - 2 years for complaints relating to inappropriate conduct, counting from the date of the conduct in question.

Article 39 HU Legal Protection for Students Bodies

1. The Executive Board has set up the following bodies to handle appeals, requests for review and/or complaints:
 - the Examinations Appeals Board;
 - the Dispute Resolution Committee;
 - the Student Grievance Committee;
 - the Misconduct Grievance Committee.
2. On the basis of Section 7.61 of the WHW, the Examinations Appeals Board rules on appeals lodged against:
 - a. decisions as referred to in Section 7.8(b)(3) and (5) (binding study recommendation), Section 7.9(1) (binding referral);
 - b. decisions about passing the final examinations as referred to as referred to in Section 7.9(d) of the WHW;
 - c. decisions, net being decisions of general application, made pursuant to the provisions under or on the basis of Title 2 of Chapter 7 of the WHW, with a view to admission to examinations;
 - d. decisions made on the basis of the supplementary assessment as referred to in Sections 7.25(5) and 7.28(4) of the WHW;
 - e. decisions of examination boards and examiners;
 - f. decisions of committees as referred to in Section 7.29(1) of the WHW (exemption on the basis of admission test);
 - g. decisions made pursuant to Section 7.30(b) of the WHW with a view to admission to the study programmes referred to in that section (master's degree programmes).
3. The Dispute Resolution Committee issues opinions to the Executive Board in accordance with Section 7.68 of the WHW on appeals against decisions taken pursuant to the provisions of or under Chapter 7 of the WHW, other than those referred to in Paragraph 2 of this article and Section 7.61 of the WHW.
4. The Student Grievance Committee handles requests for review from students who feel that their interests have been directly affected by an act or decision of a staff member, another student or a body of the institute. A request for review or complaint cannot be lodged against:
 - a) decisions having legal effect which are subject to appeal;
 - b) any act or decision which is subject to a different procedure under HU regulations;
 - c) decisions or acts which have already been the subject of a previous complaint;
 - d) decisions of general application.
5. The Examination Appeals Board, the Dispute Resolution Committee and the Student Grievance Committee do not adjudicate on claims for damages.
6. The Misconduct Grievance Committee advises the Executive Board on requests for review and complaints related to Inappropriate Conduct as described in Article 1(8) of the HU Misconduct Regulations.
7. The statutory rules on appeals and complaints are laid down in Chapter 7 of the WHW and further detailed in the HU Legal Protection for Students Regulations, and in the case of inappropriate conduct in the HU Misconduct Regulations.
8. The HU Legal Protection for Students Regulations and the Misconduct Regulations provide for the following, among other things:
 - a) the composition and appointment of the Examinations Appeals Board, the Dispute Resolution Committee, the Student Grievance Committee and the Misconduct Grievance Committee;
 - b) the further duties and powers of these bodies;
 - c) the manner in which an appeal, a request for review, or a complaint may be lodged;
 - d) the preliminary investigation and the hearing;

- e) the content of the ruling or the opinion.
- 9 The procedures described in the HU Legal Protection for Students Regulations are also accessible to course participants of the following contract education:
- The Chronically Ill;
 - High-Intensive Care Psychiatry;
 - Judicial Nursing;
 - Palliative Care;
 - Social Psychiatric Nurse;
 - Gerontology Nurse,
 - Geriatrics;
 - Inspection and Inspection Methods level 3;
 - Inspection and Inspection Methods level 2;
 - Integral Property Advisor;
 - Integral Property Inspector;
 - Integral contract management;
 - Metal Expert;
 - Project management for engineers;
 - Corrosion;
 - Maintenance & Asset Management;
 - Maintenance Technology;
 - Maintenance Engineering;
 - Integral Manager Energy Transition;
 - Building History and Restoration;
 - Heritage and Space;
 - Geodata Analysis;
 - Geodata Analysis and Quality;
 - Geodata Quality;
 - Green Heritage;
 - Preservation of Monuments and Historic Buildings;
 - Safe Handling of Explosive Substances.

Article 40 Lodging an Appeal Against a Ruling by the Examinations Appeals Board

1. A stakeholder may lodge an appeal against a decision of the Examinations Appeals Board or a decision of the Executive following the opinion of the Dispute Resolution Committee. This must then be done within 6 weeks after the day on which the decision in question was announced to the Higher Education Appeals Tribunal in The Hague²⁶ (Section 7.66 of the WHW).
2. No appeals can be lodged against decisions on the handling of a complaint or request for review.²⁷

²⁶ In February 2022, the Dutch Upper and Lower Houses of Parliament adopted the '*verbetering rechtsbescherming mbo-studenten*' (improving legal protection of students in senior secondary vocational education) legislative proposal. As a result of this legislative amendment, as of 1 January 2023 the tasks of the Higher Education Appeals Tribunal (CBHO) will be transferred to the Administrative Law Division of the Council of State (ABRvS). From that moment on, students can turn to the ABRvS.

²⁷ Section 9.3 of the '*Algemene Wet Bestuursrecht*' (General Administrative Law Act).

10 CONCLUDING PROVISIONS

Article 41 Unforeseen Circumstances

In cases not provided for in this Students' Charter, and for which an immediate decision is required, the Executive Board will make a decision. The decision is then immediately communicated to the Institute Director concerned.

Article 42 Entry Into Force

This amended Students' Charter will take effect on 1 September 2021 and may be cited as 'HU Students' Charter 2021-2022'.