



# **HAN 2021-2022 ENROLMENT REGULATIONS FOR THE DEGREE COURSE CHEMISTRY\_**

Model regulations for application, enrolment, re-enrolment and termination of enrolment for the 2021-2022 academic year

## TABLE OF CONTENTS

	INTRODUCTION .....	3
<b>1</b>	<b>TERMS AND DEFINITIONS .....</b>	<b>5</b>
<b>2</b>	<b>EDUCATION REQUIREMENTS FOR BACHELOR OR ASSOCIATE DEGREE COURSE .....</b>	<b>7</b>
	2.1 Education requirements for bachelor or associate degree course .....	7
	2.2 Profile and subject requirements .....	7
	2.3 HAVO or VWO diploma, but not the right profile and subjects .....	8
	2.4 Additional requirements .....	9
	2.5 Sufficient language proficiency .....	9
	2.6 21+ entry assessment.....	10
	2.7 Employment requirements for part-time degree courses.....	11
	2.8 Admission to the main phase of the bachelor course .....	12
<b>3</b>	<b>MATCHING PROGRAMME.....</b>	<b>13</b>
	3.1 Matching programme requirement.....	13
	3.2 Application by 1 May 2021 or after 1 May 2021 .....	13
	3.3 Procedure.....	14
<b>4</b>	<b>BACHELOR COURSES WITH DECENTRALISED SELECTION (ENROLMENT QUOTA).....</b>	<b>16</b>
<b>5</b>	<b>BACHELOR COURSES WITH ADDITIONAL REQUIREMENTS .....</b>	<b>17</b>
<b>6</b>	<b>ADMISSION TO A MASTER COURSE.....</b>	<b>18</b>
<b>7</b>	<b>APPLICATION AND REGISTRATION.....</b>	<b>18</b>
	7.1 Applying via Studielink .....	18
	7.2 Application data.....	19
	7.3 Enrolment per 1 September or 1 February .....	20
	7.4 Interim enrolment .....	20
	7.5 Application as external student .....	21
	7.6 Application as international student .....	22
	7.7 Guaranteed start .....	22
	7.8 Application withdrawal .....	22
<b>8</b>	<b>ENROLLING AFTER BINDING NEGATIVE STUDY ADVICE (BNSA) AND SWITCHING DEGREE COURSES.....</b>	<b>22</b>

<b>9</b>	<b>TUITION FEES</b> .....	<b>23</b>
9.1	General provisions .....	23
9.2	Statutory tuition fees .....	24
9.3	Institutional tuition fees .....	25
9.4	Final assessment fee for external students .....	25
9.5	Halving tuition fees.....	25
9.6	International students.....	26
9.7	Payment of tuition fees and administration costs .....	26
9.8	Refund of tuition fees .....	27
<b>10</b>	<b>RE-ENROLMENT</b> .....	<b>27</b>
<b>11</b>	<b>TERMINATING ENROLMENT</b> .....	<b>28</b>

## INTRODUCTION

These regulations contain rules about application, enrolment, re-enrolment, and termination of enrolment for the degree course Chemistry at HAN University of Applied Sciences for the 2021-2022 academic year.

These regulations do not apply to applicants of post-bachelor courses, training courses, or master courses without public funding. This group of applicants can find the relevant application rules in the general terms and conditions for the contract they signed with the relevant post-bachelor degree course, training course or unfunded master course.

Important starting points for these regulations are:

- Requests for application, re-enrolment and termination of enrolment for a degree course should always be made via Studielink ([www.studielink.nl](http://www.studielink.nl)).
- To enrol for a degree course at HAN, the applicant must meet the education requirements stipulated. (See chapter 2)
- Applicants are required to participate in the matching programme when applying for the first year of a bachelor course or associate degree course on or before 1 May. The result of the matching programme does not affect the possibility for enrolling.
- The matching programme is also required for applicants when applying for the first year of a bachelor course or an associate degree course after 1 May up to 15 August 2021. Usually enrolment is not possible when the matching advice is negative. Due to the Corona measures the result of the matching programme does not affect the possibility for enrolling this academic year.

- Applicants starting in February are also required to participate in the matching programme. In this case when the matching advice is negative, enrolment is no longer possible. (See chapter 3.1)
- Special admission rules apply to degree courses with an enrolment quota (*numerus fixus*) and degree courses with additional requirements. (See chapters 4 and 5)
- Applicants starting in September must meet all enrolment and admission requirements (this includes payment conditions) by 31 August. The deadline for February starters is 31 February.

#### General rules and details per degree course

These Enrolment Regulations contain rules that apply to all HAN degree courses and rules that apply only to the degree course Chemistry. Various points in the model text (i.e. the regulations that apply to all degree courses) need to be filled in for each degree course. The degree courses may not deviate from the generally applicable rules. However, rules that do not apply to the degree course may be deleted. This is why 'not applicable' has been included under various chapters or sections. The chapter and section headings are still included so the numbering does not get mixed up.

## 1 TERMS AND DEFINITIONS

Applicant	Person who is thinking about applying for a degree course at HAN or who has applied, but whose application is not yet finalised, an aspiring or prospective student.
Application	A request for enrolment in a degree course at HAN.
Dean	The person who is appointed as such and who directs a HAN school.
Executive Board	The institutional board of HAN.
Examination Appeals Board	The board as defined in article 7.60 of the Higher Education and Research Act that is authorised to decide on appeals by applicants and students against decisions affecting them. This concerns decisions summarised in article 7.61 paragraph 1 of the Higher Education and Research Act.
Tuition fees (statutory tuition fees)	The tuition fees as defined in article 7.43 of the Higher Education and Research Act which students have to pay for each academic year the institutional board enrolls them in a degree course.
Entry Assessment Committee	Committee that decides (on behalf of the Executive Board) whether the applicant is suitable for the degree course.
Part-time degree course	Degree course where classes are scheduled at limited times during the week.
Participation in the matching programme	Participating in and completing the matching programme, which includes receiving the matching advice.
DUO	Dienst Uitvoering Onderwijs (education executive agency).
External student	A person enrolled at HAN as an external student as defined in article 7.32 of the Higher Education and Research Act.
Disputes Advisory Committee	The committee (defined in article 7.63a of the Higher Education and Research Act) who advises on objections relating to disputes between a student or prospective student and the Executive Board. This concerns disputes that are not handled by the Examination Appeals Board.
HAN	HAN University of Applied Sciences.
Re-enroller	A student who is enrolled in a degree course at HAN and who wishes to directly continue their current bachelor, associate or master degree course at the start of the new academic year.
Re-enrolment	Renewed enrolment by a student who was also enrolled in the relevant degree course at HAN in the academic year prior to the re-enrolment.
Enrolment	An enrolment for a degree course at HAN.
Institutional tuition fees	The tuition fees as stipulated in article 7.46 of the Higher Education and Research Act for a student not eligible for the statutory tuition fees. These fees must be paid by the student for each academic year the institutional board enrolls them in a degree course.
Degree course	The degree course in Chemistry.
Post-propaedeutic phase	The main phase of the bachelor course; the part of the degree course that follows after the final assessment for the propaedeutic phase.
Student	A person enrolled as a student, as defined in article 7.32 of the Higher Education and Research Act, in a degree course at HAN.
Academic year	The time period starting on 1 September and ending on 31 August in the following year.
Matching advice	The advice an applicant receives after participating in matching activities that test the applicant's suitability for the chosen degree course.

Matching programme	A matching programme that aims to provide insight into the prospective student's suitability for the chosen degree course.
Studielink	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
Full-time degree course	A degree course that is geared towards the full-time availability of the student and where educational activities can be held at all available times.
Higher Education and Research Act	The Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek – WHW)
WSF2000	Student Finance Act 2000.

## **2 EDUCATION REQUIREMENTS FOR BACHELOR OR ASSOCIATE DEGREE COURSE**

### **2.1 Education requirements for bachelor or associate degree course**

The applicant must have at least one of the following diplomas to enrol in a bachelor or associate degree course at HAN:

- HAVO
- VWO
- MBO level 4
- Gymnasium A old style
- Gymnasium B old style
- Associate degree certificate
- Bachelor degree certificate from university of applied sciences or university
- Master degree certificate from university of applied sciences or university
- Foreign diploma (evaluated by Nuffic as having the right level)<sup>1</sup>
- A degree certificate giving access to higher education in a country that has ratified the 'Convention on the Recognition of Qualifications concerning higher education in the European region'
- A (Dutch or foreign) diploma that has been designated by the minister as at least equal to a HAVO diploma
- A (Dutch or foreign) diploma that is considered at least equal to a HAVO, VWO or MBO diploma, based on a decision by the dean

#### No diploma

If an applicant does not hold any of the above diplomas, they can, under certain conditions, take an entry exam. More information can be found in [section 2.5](#).

### **2.2 Profile and subject requirements**

In addition to the diploma in [section 2.1](#), some bachelor and associate degree courses at HAN also have profile or subject requirements. By law these are considered '(special) further education requirements'. You can find the profile or subject requirements in the Dutch document 'Regeling

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<sup>1</sup>For further information, see the Nuffic website: <https://www.nuffic.nl/onderwerpen/jouw-buitenlandse-diploma-in-nederland/>

aanmelding en toelating hoger onderwijs' (regulations on application and admission to higher education)<sup>2</sup>.

You can find the profile and/or subject requirements for the degree course below and on the website for the degree course.

You are admissible to the degree course if you possess:

- a) a HAVO diploma (higher general continued education) with the profile Nature and Technology or Nature and Health,
- b) a VWO diploma (pre-university) with the profile Nature and Technology or Nature and Health,
- c) a mbo-4 'middenkaderopleiding/specialistenopleiding' diploma (Dutch students only).

Participation in the abridged track is possible with a VWO or MLO (Middelbaar Laboratoriumonderwijs) diploma or related university training. You enter the 2nd year, but you still have propaedeutical obligations. If you successfully complete CHLS1A and CHLS2A from the propaedeutical year and specific parts of the 2nd year, you will receive exemption for the other parts of the propaedeutical year. When you have a VWO diploma and you have on average a 7 for the exact courses at VWO, you might receive extra exemption. In order to participate in the abridged track you have to be well motivated. We may want to talk to you about your application. Then we'll get in touch with you.

If the applicant does not meet the profile and/or subject requirements, this deficiency has to be compensated before enrolment is possible. The applicant can still meet the requirements by taking a 'deficiency exam' for each subject for which they have not taken a final exam. This is explained in [section 2.3](#).

### **2.3 HAVO or VWO diploma, but not the right profile and subjects**

An applicant who wishes to follow a bachelor or associate degree course and has a HAVO, or VWO diploma, but does not have the right profile and subjects and is therefore not directly admissible, has to take a deficiency exam (also known as a placement test or entry exam). The applicant may only start the degree course if they pass the deficiency exam(s). An applicant may still be deemed admissible for a degree course based on diplomas other than those listed above and/or based on work experience. For more information about this, applicants can contact the Admissions Office ([toelating@han.nl](mailto:toelating@han.nl)) or the degree course.

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<sup>2</sup>Available at <https://wetten.overheid.nl/zoeken>. In the search field, enter: 'Regeling aanmelding en toelating hoger onderwijs'. That will give you the most recent version of the regulations. We cannot give a direct link here as it may not refer to the most recent version of the regulations.



Applying for a deficiency exam is only possible when a request has been made via Studielink to enrol for a bachelor or associate degree course at HAN ([www.studielink.nl](http://www.studielink.nl)). A financial contribution is required to participate in the deficiency exam(s). The applicant who has registered for a deficiency exam will be able to prepare for that exam. The deficiency exams are described in more detail on the pages for the relevant degree course, which can be found via [www.han.nl](http://www.han.nl).

## 2.4 Additional requirements

For some degree course, additional requirements apply on top of the profile and subject requirements. These are requirements of the student's knowledge, skills or characteristics needed to be successful in the degree course and in the profession. There are no additional requirements for the degree courses in Chemistry.

If there are additional requirements for this degree course, you can find the information you need in [chapter 5](#) of these regulations.

## 2.5 Sufficient language proficiency

### Dutch-taught degree courses

If the degree certificate or diploma of the prior education was not issued in the Netherlands, the prospective student has to show that their Dutch is sufficient to properly follow the degree course. This is known as the language requirement. Applicants can meet this requirement by passing Dutch as a Second Language, programme II or a comparable programme such as the HAN language exam.

If the applicant can demonstrate that their Dutch is sufficient in a different way than mentioned above, they should contact the Admissions Office via [toelating@han.nl](mailto:toelating@han.nl). The application is then submitted to the board of examiners by the Admissions Office. The board of examiners assesses whether the applicant meets the language requirement.

Based on the assessment made by the board of examiners, the dean decides whether the (prospective) student can be enrolled or not.

In exceptional cases, the dean can grant a postponement for meeting the language requirement. If a postponement is granted, the applicant may be enrolled in the relevant degree course (provided they meet the other enrolment and admission requirements). Note that in this case, the enrolled student with a granted postponement to meet the language requirement cannot participate in exams or modular exams until they meet the language requirement.

### English-taught degree courses

The requirement that the applicant must have sufficient Dutch proficiency does not apply to a degree course that is taught in English. For English-taught degree courses, the applicant must prove they are sufficiently proficient in English.

It has been established that the degree course in Chemistry will be taught in English. How an applicant can demonstrate they have sufficient proficiency in English is set out below and also on the website for the relevant degree course:

If you want to successfully complete the degree course Chemistry, you need to have sufficiently mastered the English language. Proof of English language proficiency: 'Professional use of English (B1 level English according to Common European Framework of Reference)'. This is comparable to a score of 6.0 or higher for English on a HAVO degree. For international students e.g. TOEFL iBT score of 80 or higher, IELTS score of 6.0 or higher, Cambridge Certificate in Advanced English (CAE), Cambridge Certificate in Proficiency of English (CPE). If you take a TOEFL test, you can ask ETS TOEFL to send us your score directly by using the HAN University of Applied Sciences code: 7832.

When offering English-taught education, degree courses are bound to the international code of conduct, which can be found on the International Study website in Dutch and in English.

### German track

Not applicable

## **2.6 21+ entry assessment**

An applicant who does not meet the education requirements as defined in section 2.1 and who will be at least 21 years old at the start of the degree course in the year relevant to the application can take the 21+ entry assessment given by the degree course.

It is only possible to apply for a 21+ entry assessment if a request to enrol has been submitted for a degree course at HAN through Studielink ([www.studielink.nl](http://www.studielink.nl)) and the applicant has given due notice to the Admissions Office that they wish to take part in an entry assessment. A fee may be charged for participating in the 21+ entry assessment.

The entry assessment committee decides whether the applicant is suitable to follow the degree course. In their decision, the committee considers both the requirements and assessment results. If the applicant is found suitable, the dean gives exemption from the education requirements exclusively for the degree course for which the exemption is given.

Note that if the degree course has further education requirements, successfully completing the entry assessment is not enough; a deficiency exam may still have to be taken.

More information about the 21+ entry assessment can be found on the pages of the relevant degree course at [www.han.nl](http://www.han.nl) and in the education and examination regulations for the degree course.

### Exemptions for parts

It is possible to request exemptions for parts of the entry assessment. This request goes through the entry assessment committee. The applicant submits documentation with their request showing they have mastered parts of the entry assessment at the level of the final HAVO exam. Based on this, the entry assessment committee decides whether to grant an exemption for this part/these parts of the entry assessment.

### Exception to the 21+ entry assessment

In the exceptional situations below, it is possible to deviate from the age limit of 21+:

- The applicant has a refugee status and cannot show an admissible diploma;
- The applicant has a foreign diploma that gives access to an equivalent degree course in the country in which it was issued, but it is not assessed as such by Nuffic<sup>3</sup>; or
- There is a special circumstance due to which the applicant cannot show any diploma (article 7.29 paragraph 3 of the Higher Education and Research Act).

Note: for foreign applicants, the language requirements as set out in [section 2.4](#) still apply.

### Validity of 21+ entry assessment

The HAN entry assessment is only valid at HAN and for the specific degree course for which the assessment was taken.<sup>4</sup>

A positive entry assessment is valid for two years from the moment the student receives the assessment result. In this way, students who have passed the assessment can enrol for the academic year for which they took the assessment, but also for the following academic year.

## **2.7 Employment requirements for part-time degree courses**

Admission to the part-time degree course is subject to the requirement of employment where activities can be carried out as described in the units of study in the relevant education and examination regulations.

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<sup>3</sup>See information on credential valuation at [www.nuffic.nl](http://www.nuffic.nl).

<sup>4</sup> If the applicant passes the entry assessment, that assessment can be used to apply for exemptions from parts of the entry assessment for another degree course when enrolling for that degree course.

The degree course in Chemistry is not offered in the part-time format (only the Dutch degree course Chemie).

## **2.8 Admission to the main phase of the bachelor course**

To be enrolled in the main phase (post-propaedeutic phase) of a bachelor course (the second, third or fourth year), the applicant must hold a propaedeutic certificate for the degree course. This can also be a propaedeutic certificate for a joint final assessment for the propaedeutic phase of that bachelor course and one or more other bachelor courses. Or a certificate that is at least equal to the intended propaedeutic certificate. When this concerns a foreign diploma, the regulations of [section 2.4](#) apply.

The board of examiners can give permission for an applicant to be admitted to the main phase without the above-mentioned certificate. In such cases, the board of examiners is bound to the relevant stipulations in the education and examination regulations.

Please note: sometimes degree courses with decentralised selection (enrolment quota) require that the propaedeutic certificate was earned at HAN in order to be enrolled in the main phase. See [chapter 4.1](#).

## 3 MATCHING PROGRAMME

### 3.1 Matching programme requirement

HAN sees the matching programme as a way of giving applicants insight into their suitability for the degree course. The matching programme is part of the application process. After applying for a bachelor or associate degree course, the applicant is required to participate in the degree course's matching programme. An exception to the matching programme requirement applies for:

- Applicants for degree courses with selection and placement;
- Applicants for degree courses with additional requirements as set out in [chapter 5](#);
- Applicants with a bachelor or master degree certificate or with a propaedeutic certificate from a university;
- Applicants who have previously been enrolled for the propaedeutic phase of the same degree course. They are required to attend an interview with the course coordinator or (senior) student coach before the start of the degree course; The degree course invites applicants to this interview;
- Applicants who were previously enrolled in a degree course with the same final assessment for the propaedeutic phase as the degree course they are now applying for.

To be certain whether the HAN matching programme is required, applicants are advised to check this on the [Matching<sup>5</sup>](#) web page.

You always receive matching advice after you complete the matching programme. This advice may be: positive, negative or tips for further action<sup>6</sup>. When these regulations talk about 'participation in the matching programme', that means: completing the matching programme and receiving the matching advice.

### 3.2 Application by 1 May 2021 or after 1 May 2021

An application for a bachelor or associate degree course should be made through Studielink ([www.studielink.nl](http://www.studielink.nl)).

The following rules apply here:

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<sup>5</sup> If the link to the website does not work, you can copy the following URL into your browser: <https://www.han.nl/studeren/voltijd/aanmelden/check-je-keuze/studiekeuzecheck/>

<sup>6</sup> The applicant may, for example, be advised to check something out before starting the degree course, or be warned that it may be difficult because their prior education is not suitable. This does not stand in the way of admission.

Application no later than 1 May 2021

For those who applied for a degree course at HAN no later than 1 May 2021, participation in the matching programme for the relevant degree course is a requirement of enrolment (with the exception of the groups referred to in section 3.1). The advice that follows is recommended, but not binding.

Application after 1 May 2021

For those applying for a degree course at HAN for the first time after 1 May 2021 but no later than 15 August 2021, participation in the matching programme is required. The matching advice is not binding. This means the applicant can also be enrolled if they receive negative matching advice.

Switching degree courses after 1 May 2021

For those who applied for a degree course at HAN no later than 1 May 2021 and who switch their application to a different degree course after 1 May 2021, participation in the matching programme for the relevant degree course is a requirement of enrolment. The matching advice is not binding.

Switching institutions after 1 May 2021

For those who have applied at another university of applied sciences by 1 May 2021 and then apply at HAN after 1 May 2021, participation in the matching programme is required in order to be considered for enrolment. The matching advice is not binding.

Applying after a BNSA

An applicant who was enrolled in another degree course (at HAN or elsewhere) for which they received binding negative study advice (BNSA) and therefore did not apply before 1 May is required to participate in the matching programme. The matching advice is not binding.

Application for a degree course with a start date of 1 February 2022

When applying for a degree course with a start date of 1 February 2022, the matching programme is required and the matching advice is binding.

### **3.3 Procedure**

The matching programme for this degree course includes:

- After application Dutch students fill in a digital questionnaire regarding your motivations and expectations. We may want to talk to you about your application. Then we'll get in touch with you. When you are not a Dutch student, you have an online interview about your motivation and expectations.
- Within 4 weeks you'll receive a positive or further action needed advice. Both types of advice mean you have met the conditions of the matching programme.

- Usually there is a matchingsday (at the HAN), but due to the coronavirus there won't be one this year. There will be an online meeting in which you can participate voluntarily. Within 4 weeks after application you'll receive further information about this meeting.

This information is also included on the website of the degree course and in the personal emails the applicant receives when applying for the degree course.

#### No participation in matching programme

The matching programme is a required part of the application process. If an applicant does not participate in the compulsory matching programme after repeated invitation, the student will not be enrolled.

If the applicant can prove that, due to personal circumstances, they cannot participate in the required matching programme on the date set for this, the degree course consults with the dean to decide when the applicant needs to participate in the required matching programme and, where necessary, if an alternative form is possible. The dean may be advised in this decision by other relevant colleagues from the degree course. Personal circumstances are defined as the circumstances summarised in article 2.1 of the implementation regulations of the 2008 Higher Education and Research Act. Included are for example:

- illness;
- physical, sensory or other functional disability of the applicant;
- an accident;
- an unexpected resit for a final secondary school exam;
- a funeral or cremation.

The applicant has to be able to prove the above. The student must, *before* the above-mentioned date of the matching programme (i.e. in personal emails they receive when applying for the degree course), report any circumstances which they know will make it difficult or impossible for them to participate in the matching programme. Circumstances that occur only on the day of the matching programme (accident, illness) can be reported afterwards. If it is not possible to participate at another time or in an alternative manner, the dean can decide to exempt the applicant from participation.

#### Applicants from abroad who live at a distance from HAN

If an applicant cannot be present at the matching programme because the distance is too large between their place of residence abroad and the place where the matching takes place, the personal contact part of the matching process will be held through Skype or another digital means.

#### **4 BACHELOR COURSES WITH DECENTRALISED SELECTION (ENROLMENT QUOTA)**

A number of full-time degree courses have a limited number of places available. These degree courses with an enrolment quota also have a separate Selection & Placement procedure. A fixed number of places are available for degree courses with an enrolment quota. Educational institutions that have degree courses with enrolment quotas are entirely responsible for selecting and allocating places to students in these degree courses. HAN is therefore responsible for setting up and carrying out the Selection & Placement procedure.

In the 2021-2022 academic year, HAN has the following degree courses with enrolment quotas:

<b>Name of degree course</b>
Physiotherapy
Allied Medical Care
Dental Hygiene
Applied Psychology

The degree course Chemistry does not have a Selection & Placement procedure.



## 5 BACHELOR COURSES WITH ADDITIONAL REQUIREMENTS

Besides the general admission requirements, several degree courses also have additional requirements.<sup>7</sup> These are requirements of the student's knowledge, skills or characteristics needed to be successful in the degree course and in the profession.

Additional requirements for the 2021-2022 academic year have been set for the following degree courses:

<b>Degree course</b>
Teacher Education in Physical Education (ALO)
Health Care Management
Sports Science
Arts Therapies

Additional requirements do not apply for the degree course in Chemistry.

<sup>7</sup> Additional requirements may only be set if they are provided for in the [Regeling aanmelding en toelating hoger onderwijs](https://wetten.overheid.nl/BWBR0035059/2019-09-01) (regulations on application and admission to higher education). These regulations can be found at <https://wetten.overheid.nl/BWBR0035059/2019-09-01>, of <https://wetten.overheid.nl/zoeken>, search for 'Regeling aanmelding en toelating hoger onderwijs'.

## 6 ADMISSION TO A MASTER COURSE

Not applicable.

## 7 APPLICATION AND REGISTRATION

### 7.1 Applying via Studielink

#### Application

Anyone wanting to enrol in an associate degree, bachelor or master course at HAN can apply from 1 October prior to the academic year via Studielink ([www.studielink.nl](http://www.studielink.nl)). A student who wishes to switch degree courses or who wants to start their degree course again after stopping also has to apply via Studielink.

HAN has set the following application deadlines for starting a degree course in September of the 2021-2022 academic year:

Degree course	Application deadline
Bachelor and associate degree, full-time	15 August
Bachelor and associate degree, part-time/work-study	1 September
Master, full-time/part-time/work-study	1 September

#### Applicant from the Netherlands

An applicant with an official Dutch residential address and a Citizen Service Number (BSN) is required to apply in Studielink using a DigiD. An applicant who does not yet have a DigiD is advised to request one in a timely manner. It takes at least five working days before the applicant receives their DigiD.

#### Applicant from a country outside the EU

An applicant with a residential address abroad cannot use DigiD. They still have to apply via Studielink. In that case the applicant has to make a Studielink account using their own email address via the website ([www.studielink.nl](http://www.studielink.nl)). If applicants have any questions, they can contact the Admissions Office at [admission@han.nl](mailto:admission@han.nl).

#### Correspondence and change of personal data

All correspondence concerning application, enrolment, re-enrolment and termination of enrolment will be emailed to the email address linked to the Studielink account. The applicant is responsible for making sure these details are correct. If there are changes to the contact details and/or personal data, the applicant has to change this in a timely fashion via Studielink. After the applicant has met all enrolment and admission requirements, information concerning education will be emailed to the email address linked to the HANaccount.

### Personal verification

The applicant's personal data have to be verified. This can be done in two ways:

- The applicant who lives in the Netherlands logs into Studielink using their DigiD. Based on this, their data is verified in the Personal Records Database (BRP).
- The applicant with an address abroad has to submit a copy of a valid ID (passport or ID card), possibly along with a Dutch residence permit, to the Student Administration Office ([sia@han.nl](mailto:sia@han.nl)).
  - When sending the copy, be sure to block the Citizen Service Number (BSN), also in the number series at the bottom.
  - On the copy of the ID, mention that it is a copy.
  - Also mention the party for which the copy is intended.
  - And mention the date on which the copy was issued.

### International students and checking legitimate residence

An applicant with a non-EER nationality, in accordance with the Aliens Act, must submit a copy of a valid Dutch residence permit and a valid ID to the Student Administration Office ([sia@han.nl](mailto:sia@han.nl)).

During the enrolment at HAN the student must be legitimately residing in the Netherlands. The Student Administration Office checks these data based on the described guidelines in the Act and the Benefit Entitlement (Residence Status) Act.

## **7.2 Application data**

### Applying for a bachelor or associate degree course

Enrolment requests for a bachelor course or associate degree course must be submitted no later than 1 May prior to the academic year.

When an applicant applies no later than 1 May, they are entitled to admittance to the degree course provided they meet the admission requirements. For application after 1 May, usually a positive matching advice is also required for admittance. This is not the case for applicants who start at September 2021, because these applicants are impeded in their orientation process by the Corona measures. Application after 1 May to a full-time degree course with a 1 September intake date is possible until 15 August.

Applicants applying for a degree course with a 1 February intake are also entitled to admittance when they apply no later than 1 May prior to the academic year (provided they meet all the admission requirements). After 1 May there is no entitlement to admittance. In that case, admittance depends on the matching advice. Application for a 'February degree course' is possible up to 1 February at the

latest. The degree course may decide that application is only permitted up to 15 January. Applicants can check this on the website of the degree course.

#### Application for a degree course with an enrolment quota

The above does not apply for a degree course with a Selection & Placement procedure (degree courses with enrolment quotas). For these degree courses, the final application date is 15 January (at 23:59) prior to the academic year. Read more about this in [chapter 4](#). Application after 15 January is not possible for the propaedeutic phase of a degree course with an enrolment quota.

#### Application dates for a master course

Different application dates may apply for a master course. For more information, see the relevant page of the degree course at [www.han.nl/masters](http://www.han.nl/masters).

#### Applicant from a country outside the EU

An applicant from outside the EU has to apply via Studielink no later than 1 June prior to the academic year. This is due to the visa procedure. For application in a degree course starting on 1 February 2022, the applicant must apply no later than 1 November 2021.

### **7.3 Enrolment per 1 September or 1 February**

#### 1 September intake

In principle, an enrolment applies for the entire academic year. An applicant can request interim enrolment, see [section 7.4](#).

#### 1 February intake

Several degree courses have a 1 February intake. To see which degree courses have a 1 February intake, see the relevant page of the degree course on the HAN website. Applying for a degree course with a February intake is possible up to 1 February, unless the degree course decides otherwise. An enrolment with a 1 February intake date applies for the remainder of the academic year (up to and including 31 August). A student who has applied and is enrolled for the February intake must re-enrol via Studielink for the following academic year (from 1 September). Re-enrolling in Studielink is possible from June. Students receive an email about this from HAN (to the email address linked to their Studielink account).

### **7.4 Interim enrolment**

An interim enrolment means: enrolment with a start date other than 1 September.

### Study feasibility

Interim enrolment is only possible if the dean deems the study programme feasible with a starting date at the moment it is actually possible for the student to be enrolled, also considering the matching programme. Naturally, all other admission requirements from these regulations also apply to requests for interim enrolment.

### Matching programme

If the applicant is required to participate in the matching programme, an interim enrolment is only possible if the applicant has completed the matching programme. For more information, see: [chapter 3](#).

### Enrolment and re-enrolment

The applicant is enrolled on the first day of the month in which all conditions for enrolment have been met. An exception to this is enrolment in the month of October: in this case the applicant is only enrolled on the day on which all conditions for enrolment have been met. This has consequences for possible rights to student finance and OV travel product. In addition, tuition fees are charged for the entire month.

For interim enrolment, the enrolment is valid for the rest of the academic year (up to and including 31 August), unless a request to terminate the enrolment for the degree course is made at an earlier time via Studielink. A student who enrolls on an interim date and then wishes to continue studying after 31 August must re-enrol for the new academic year via Studielink. Re-enrolling in Studielink is possible from June. Students will receive a message about this by email from HAN. The mail address linked to the Studielink account will be used for this purpose.

## **7.5 Application as external student**

Enrolment as an external student is only possible when the dean deems that it will not compromise the nature or interest of the education. An external student has the right to take exams and final assessments in the degree course for which the enrolment applies, but does not have the right to take exams and final assessments for other degree courses. The external student can only be enrolled in exams and final assessments, so has no right to education, educational facilities or supervision. The external student also has no voting rights nor can they stand for election. This means they cannot vote in elections, for example for the participation council, nor can they be chosen as a member of such a council or any other organ for which an election is organised. For more information about tuition fees for external students, see article 9.4 of these regulations.

Enrolling as an external student in a work-study degree course is not possible.

## **7.6 Application as international student**

In addition to the enrolment requirements, applicants from outside the EER are required to hold residence documents as specified by law. HAN applies for the student visa for the applicant. However, the applicant must keep track of the deadline(s). More information can be found on [the website for international students at HAN](#) or requested from the Admissions Office ([admission@han.nl](mailto:admission@han.nl)).

## **7.7 Guaranteed start**

When the applicant meets all the enrolment requirements, they can be enrolled as a student. If the applicant meets all the enrolment requirements at least 10 working days before the official start of the degree course, they are guaranteed of being enrolled at the start of the degree course and of being able to use all HAN facilities. The enrolled student also has the rights outlined in the Student Charter.

## **7.8 Application withdrawal**

### Application withdrawal by applicant

If the applicant decides they cannot or do not want to start the degree course they have applied for, they can withdraw the application (the request for enrolment) via Studielink ([www.studielink.nl](http://www.studielink.nl)). The withdrawal must be submitted before the first day of the month in which the degree course starts. If a certificate of paid tuition fees has already been received, it must be returned by post to the Student Administration Office: Postbus 5375, 6802 EJ Arnhem.

If the application was not withdrawn via Studielink before the first day of the month in which the degree course starts, the student will be enrolled (provided they meet all the admission and registration requirements) and will be charged the tuition fees for at least that month.

### Application withdrawal by HAN

If the applicant does not meet the admission requirements before the start of the degree course, the student will not be enrolled. The request for enrolment will then be rejected. This also applies for students who still have payment delays for previous academic years.

## **8 ENROLLING AFTER BINDING NEGATIVE STUDY ADVICE (BNSA) AND SWITCHING DEGREE COURSES**

### BNSA received in past 3 years

A HAN student who has received BNSA in the past three years can no longer be enrolled in the same bachelor course or associate degree course at HAN. This also applies to the degree course(s) with

which the degree course has a joint final propaedeutic assessment. This applies to both full-time, part-time and work-study degree courses.

A student who still wishes to be admitted within three years of the BNSA must submit a request to the dean. The student must demonstrate to the satisfaction of the dean that they will be able to successfully follow the degree course. More information can be requested about this from the Admissions Office (toelating@han.nl).

An applicant who, as of the new academic year, wants to be enrolled in a bachelor course or associate degree course *other* than the one for which they received a BNSA has to apply according to the applicable procedure and is required to participate in the matching programme.

#### BNSA received over 3 years ago

An applicant who received a BNSA over three years ago can apply for the same degree course again. This means that students who received a BNSA in August 2018 or earlier can be enrolled for the same degree course at HAN for the 2021-2022 academic year.

An applicant who, as of the new academic year, wants to be enrolled in the same or a different bachelor course or associate degree course has to apply according to the applicable procedure and is required to participate in the matching programme.

#### BNSA at another institution

An applicant who has received BNSA for a degree course at another university or university of applied sciences, and wants to enrol at HAN, has to apply before 15 August. The student is required to participate in the matching programme. The result of the matching programme does not have to be positive to be admitted.

If the applicant could not apply at HAN before 15 August because of the late receipt of the BNSA at the other institution, application after 15 August is possible provided the dean deems the study programme to be feasible with a starting date at the moment it is actually possible for the student to be enrolled, also considering the matching programme. In such cases the student is responsible for proving that the late application is the result of a BNSA.

## **9 TUITION FEES**

### **9.1 General provisions**

Students are required to pay the statutory tuition fees or institutional tuition fees for every academic year that they are enrolled in a degree course. The fees determined by HAN are announced before the

start of the academic year. The applicant can find the due amounts on the HAN website (via [www.hanuniversity.com](http://www.hanuniversity.com)) and in the Student Charter for the 2021-2022 academic year. An applicant who enrolls in a degree course during the academic year will pay one-twelfth of the annual tuition fees applicable to them for each month remaining in the academic year.

## 9.2 Statutory tuition fees

A student who meets each of the conditions below will be charged the statutory tuition fees.

- The student is enrolled in a government-funded degree course at HAN;
- The student falls in one of the following categories:
  - The student is a national of one of the EU countries, Norway, Switzerland, Iceland, Lichtenstein or Suriname;
  - The student is a family member of an EU citizen living in the Netherlands or
  - The student has a residence permit that makes them eligible for student finance.

At the start of the academic year, the student has not already earned a similar diploma for a government-funded degree course. So no associate degree certificate if they enrol for an associate degree course, no bachelor degree certificate if they enrol for an associate degree course or bachelor course and no master degree certificate if they enrol for a master course. Furthermore, the prospective student may not have not earned a bachelor or master degree certificate if they enrol in an associate degree course.

There are exceptions to this last rule. A student is still charged the statutory tuition fees if:

- they have already earned a (bachelor or master) degree, but are starting a health or education degree course for the first time. The answer to whether a degree course falls in the category of health or education can be found in the DUO [register of degree courses in higher education \(CROHO\)](#).<sup>8</sup>
- they started the second degree course during the first degree course and, also after earning the first degree, continued to follow the second degree course without interruption.

The student who meets the requirements as mentioned above and is enrolled in a part-time or work-study degree course is required to pay that part of the statutory tuition fees that is equal to the full-time amount (full statutory tuition fees).

The amounts of the tuition fees can be found in the Student Charter and on the HAN website.

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<sup>8</sup> See [DUO app](#), or the link <https://apps.duo.nl/MCROHO/pages/zoeken.jsf>. Enter the BRIN code for HAN, 25KB, or search for 'Hogeschool van Arnhem en Nijmegen', and/or the name of the degree course. After clicking on the right degree course (click on 'details'), an information page appears. The category in which degree course is registered can be found in the section 'Opleiding' under the heading 'Onderdeel'.



### 9.3 Institutional tuition fees

Students who are not eligible for the statutory tuition fees have to pay the institutional tuition fees. The exact amount of the institutional tuition fees can be found in the HAN tuition fees calculator.<sup>9</sup>

### 9.4 Final assessment fee for external students

The final assessment fee that external students have to pay is the same as the statutory full-time tuition fees. External students have no right to a refund on the paid final assessment fee when they cancel their enrolment prematurely or when they do not pass the final assessment.

### 9.5 Halving tuition fees

The tuition fees for the first year will be halved for each applicant who:

- is starting a degree course at a government-funded university or university of applied sciences for the first time (so has not previously been enrolled in Dutch higher education); and
- is going to do a bachelor course or associate degree course; and
- is paying the statutory tuition fees. This applies to full-time students, work-study students and part-time students.

Some applicants still pay the complete statutory tuition fees (or institutional tuition fees if they do not meet the conditions for statutory tuition fees). The tuition fees will not be lowered for students who:

- were already enrolled in a degree course in higher education before the 2020-2021 academic year.
- are taking a master course.
- are paying institutional tuition fees.
- are following a degree course in higher education not funded by the government.
- are participating in the demand-based funding experiment.

#### Teacher education

Does the applicant meet these conditions and have they applied for a teacher education course? Then their tuition fees will be halved for an extra year.

This diagram shows whether the applicant is entitled to halving of the tuition fees. More information can be found on the HAN website.

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<sup>9</sup> If the link to the tuition fees calculator does not work, copy the following address to your browser:  
<https://www.han.nl/collegegeld>.

## 9.6 International students

In addition to payment of tuition fees, students from countries outside the EER have to meet the financial requirements set by the Immigration and Naturalisation Service. This is called the *Financial Guarantee*. Information about this can be found on [the website for international students of HAN](#)<sup>10</sup> or through the Admissions Office.

## 9.7 Payment of tuition fees and administration costs

- Tuition fees may be paid either as a lump sum or in 10 instalments by direct debit (for the September intake).
- Students who pay in instalments are charged €24 for administration costs.
- When paying in instalments, the 10 instalments are collected in the months of September to June, around the 25th day of the month.
- The payment is arranged by issuing a digital direct debit authorisation in the Studielink account of the (prospective) student.
- When a digital direct debit authorisation is not possible, but the student does have an account at a bank within the SEPA area, a digital authorisation can be issued in the Studielink account of the (prospective) student.
- When neither a digital direct debit authorisation nor a digital authorisation is possible, the prospective student has to contact the Tuition Fees Administration (CIC) to find out about an alternative payment procedure. This involves a timely and direct transfer of the full tuition fees applicable for the relevant academic year. In this case, payment in instalments is not possible.
- When enrolling during the academic year, the number of months between September and the enrolment date will be deducted from the tuition fees. If a student chooses to pay in instalments, the remaining instalment dates will be the same as for a September enrolment.
- If in a particular academic year a student has already paid statutory tuition fees to a university or other university of applied sciences that are higher than or equal to the statutory tuition fees owed to HAN, and that student enrolls as a student at HAN, they will not pay statutory tuition fees to HAN in that year. That student meets the tuition fee condition by submitting a certificate of paid tuition fees issued by the other educational institution. If the amount paid elsewhere is lower than the statutory tuition fees owed at HAN, the prospective student submits the certificate of paid tuition fees from the other educational institution and pays HAN the difference between the two amounts.
- If the student has outstanding payments, they need to settle them before 1 September 2021; the date before they can be (re-)enrolled for the 2021-2022 academic year.

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<sup>10</sup> If the link to the website does not work, copy the following address to your browser:  
<https://www.han.nl/international/english/information-for-international-students/visa/financial-guarantee/>.

## 9.8 Refund of tuition fees

### Refund for payment in lump sum

A student who terminates their enrolment in the degree course during the academic year (interim termination) is entitled to a refund of the tuition fees for each month remaining in the academic year after the termination of enrolment. This means that a student who terminates their enrolment on 1 February (end date 28 February) has been enrolled for 6 months of the academic year. So they are entitled to a refund for six months. The student is thus entitled to a refund of 6/12ths of the tuition fees for that academic year.

If a student terminates their enrolment on 1 July (end date 30 June) or 1 August (end date 31 July), they will not be entitled to a refund of the tuition fees and will be required to pay tuition fees for the entire academic year. In that case, the student may choose to remain enrolled for the entire academic year (until 31 August).

The student does not need to apply for a refund. This is automatically calculated by the Tuition Fees Administration as soon as the request from Studielink to terminate their enrolment has been processed by the Student Administration Office.

If HAN has issued a certificate of paid tuition fees to the student, the student must first return the original HAN certificate of paid tuition fees to HAN before HAN can refund any part of the tuition fee.

If a student dies in the course of the academic year, a twelfth of the tuition fees will be refunded for each month of the academic year following the student's death. This does not apply to termination of the enrolment as of July or August.

### Refund for payment in instalments

When tuition fees are paid in instalments, termination of the enrolment may entitle the student to a refund of an already paid instalment. In that case, contact the Tuition Fees Administration at [cicdesk@han.nl](mailto:cicdesk@han.nl).

### External students

External students are not entitled to a refund of the final assessment fee in the case of interim termination of enrolment.

## 10 RE-ENROLMENT

At the end of May / start of June of the 2021-2022 academic year, the student is notified by email at [the email address recorded in Studielink](#) to submit a request for re-enrolment via Studielink for the new

academic year. After indicating that they wish to be re-enrolled for the following academic year, the student must issue a digital direct debit authorisation through Studielink. If the student has outstanding payments, they need to be settled before they can be re-enrolled for the 2021-2022 academic year.

When the student does not meet the requirements for re-enrolment (on time), their enrolment is terminated for the relevant degree course at HAN as of the end of the previous academic year (31 August 2021).

A student who does not wish to be re-enrolled should arrange this in Studielink (see the information provided about this on [www.studielink.nl](http://www.studielink.nl)). By doing so the student avoids repeated notices, reminders etc.

## **11 TERMINATING ENROLMENT**

A student who is enrolled but decides not to follow the degree course can terminate the enrolment. Termination via Studielink before 1 September is free of charge. After the start of the degree course, the student can also have their enrolment terminated by submitting a request for termination of enrolment in Studielink. To do this, the student must have paid the tuition fees for the month(s) in which they were enrolled.

### Request for termination of enrolment

To terminate an enrolment before or after the start of the degree course, the student needs to submit a request to terminate their enrolment in Studielink ([www.studielink.nl](http://www.studielink.nl)).

The enrolment will be terminated as of the following month, i.e. the month after the request was received by HAN. Example: request for termination of enrolment is submitted in Studielink on 15 April; the enrolment is terminated per 1 May (so with end date 30 April) on the first working day in May.

Retroactive termination of enrolment is not possible. A request for termination of enrolment submitted in June, July or August in principle leads to a termination of enrolment as of 31 August. In June or July, a student may select termination of enrolment for a date other than 31 August in Studielink, but no tuition fees will be refunded in this case.

When the student already has a certificate of enrolment and/or certificate of payment of tuition fees at HAN, this certificate must be returned to HAN after the request for termination of enrolment is submitted in Studielink. Any tuition fees paid in excess can be refunded. For information about this, see [section 9.8](#).

### Termination of enrolment by HAN

In the following cases, HAN can terminate an enrolment as of the following month without the student requesting termination of enrolment:

- When the students has been given binding negative study advice (i.e. BNSA in June, July or August that leads to a termination of enrolment on 31 August);
- Through a decision by the Executive Board because of:
  - confirmed serious fraud;
  - breach of the internal rules and disciplinary measures;
  - the causing of a serious nuisance in the buildings and on the grounds (See art. 7.57h of the Higher Education and Research Act);
  - a Judicium Abeundi (a decision by the Executive Board that a student has behaved or expressed themselves in a way that shows them to be unsuitable to perform one or more of the professions they are being educated for in the degree course or shows them to be unsuitable to prepare for the practice of the profession. See 7.42a of the Higher Education and Research Act).
- Because of not paying tuition fees or final assessment fees. The enrolment termination takes place as of the second month following the last demand for payment.

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