

HAN University of Applied Sciences Enrolment Regulations 2020-2021 academic year



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1. General

1.1 Introduction

These enrolment regulations describe the most important rules about application, enrolment, re-enrolment and termination of enrolment for a degree course at HAN University of Applied Sciences for the 2020-2021 academic year. These regulations do not apply to applicants of post-bachelor courses, courses, or master degrees without public funding. The relevant rules for these applicants can be found in the general terms and conditions that apply to the contract they have signed.

Important starting points for these regulations are:

- Application for a degree course always goes through Studielink (www.studielink.nl);
- To enrol for a degree course at HAN, the applicant must meet the prior education requirements. (See chapter 2)
- When applying for the first year of a bachelor course or associate degree course on or before 1 May, matching is required. The result of the matching does not affect the possibility to enrol.
- When applying for the first year of a bachelor course or an associate degree course after 1 May up to 15 August 2020, matching is also required. This also applies to applicants starting in February. 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 payment conditions by 31 August. For February starters, the final date is 28 February.

These regulations apply for enrolments in the 2020-2021 academic year.

1.2 Terms and definitions

Applicant	Someone who is thinking about applying for a HAN degree course or who has applied but whose enrolment is not yet finalised; an aspiring or prospective student.
Application	A request for enrolment in a degree course at HAN.
Executive Board	The institutional board of HAN.
Examination Board Appeals Board	The board as defined in article 7.60 of the Higher Education and Research Act, hereafter "Act", which 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 Act.
Tuition fees (statutory tuition fees)	The tuition fees as defined in article 7.43 of the Act which students have to pay for each academic year that they are enrolled in a degree course by the institutional board.
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 matching	Participating in and concluding the matching activities, which includes receiving the matching advice.
Dean	The person who is appointed as such and who directs a HAN school.
DUO	Dienst Uitvoering Onderwijs.

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External student	A person enrolled at HAN as an external student as defined in article 7.32 of the Act.
Disputes Advisory Committee	The committee (defined in article 7.63a of the 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, as of the new academic year, wishes to directly continue their current bachelor or associate degree course.
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	Enrolment for a degree course at HAN.
Institutional tuition fees	The tuition fees as stipulated in article 7.46 of the Act for a student not eligible for the statutory tuition fees. These tuition fees must be paid by the student for each academic year they are enrolled in a degree course by the institutional board.
Degree course	A coherent body of units of study aimed at the realisation of well-defined goals relating to knowledge, understanding and skills that the person should have after completing the degree course. (See article 7.3 of the Act)
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 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	Matching involves activities that aim to provide insight into the prospective student's suitability for the chosen degree course.
Studielink	The joint application and enrolment software used by universities, universities of applied sciences and the Ministry of Education, Culture and Science.
Full-time degree course	Programme geared towards the full-time availability of the student and where educational activities can take place during any of the timeslots made available for this.
Act	The Higher Education and Research Act (in Dutch: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek).
WSF2000	Student Finance Act 2000.

2. Prior education requirements for bachelor or associate degree course

2.1 Prior education requirements for bachelor or associate degree course

To be able to enrol in a bachelor or associate degree course at HAN, the applicant must have at least one of the following certificates:

- HAVO

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- VWO
- MBO level 4
- Gymnasium A old style
- Gymnasium B old style
- Associate degree
- Bachelor degree from university or university of applied sciences
- Master degree from university or university of applied sciences
- Foreign certificate (evaluated by Nuffic)¹
- A 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) certificate that has been designated by the minister as at least equal to a HAVO certificate.
- A (Dutch or foreign) certificate that is considered at least equal to a HAVO, VWO or MBO certificate, based on a decision by the dean.

No certificate

If an applicant does not hold any of the above certificates, 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 certificate 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 prior education requirements". There may also be other additional requirements. [Chapter 5](#) details the degree courses for which this applies.

When the applicant does not meet the profile and/or subject requirement, this deficiency has to be compensated before enrolment is possible. The applicant can still meet the requirements by doing a "deficiency exam" for each subject they have not been examined on in their prior education. This is explained in [section 2.3](#).

More information about profile and/or subject requirements per degree course can be found on the website of the relevant degree course.

2.3 HAVO, VWO or MBO-4 certificate, but not the right profile and subjects

An applicant who wishes to follow a bachelor or associate degree course and has a HAVO, VWO or MBO level 4 certificate, but not the right profile and subjects and therefore is not directly admissible, has to take a deficiency exam (also known as a placement test or entry exam). The applicant can start the degree course if they pass the deficiency exam(s).

Applying for a deficiency exam is only possible when a request to enrol has been submitted for a bachelor or associate degree course at HAN (www.studielink.nl). To participate in the deficiency exam(s) a financial contribution must be paid. The applicant who has registered for a deficiency exam can prepare for that exam. The deficiency exams are described in more detail on the relevant course pages via www.han.nl.

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

2.4 Sufficient language proficiency

Dutch-taught degree courses

If the certificate or diploma of the prior education was not awarded 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 earning the diploma: Dutch as a Second Language, programme II.

If the applicant can prove their Dutch is sufficient in a different way than above, they have to submit this to the board of examiners. The board of examiners assesses whether the applicant meets the language requirement.

Based on the board of examiners' assessment, 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. When a postponement is granted, the applicant can be enrolled for the relevant degree course. Please note: in this case the applicant cannot participate in final assessments for the propaedeutic phase or any parts of these until the language requirement is met.

English-taught degree courses

For degree courses taught in English, the requirement that the applicant has sufficient Dutch proficiency does not apply. For English-taught degree courses, the applicant must prove they are sufficiently proficient in English. The minimum requirement is:

“Proof of English language proficiency: 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.”

In this sense, degree courses are bound to the international code of conduct, which can be found on the International Study website in [Dutch](#) and in [English](#). To find out how an applicant can prove they have sufficient proficiency in English, see the website of the relevant degree course.

2.5 21+ Entry Exam

An applicant who does not meet the prior education requirements as defined in [section 2.1](#) and who will be at least 21 years old before the start of the degree course in the year relevant to the application can take the 21+ entry assessment at HAN.

It is only possible to apply for a 21+ entry exam if a request to enrol has been submitted for a bachelor or associate degree course at HAN through Studielink (www.studielink.nl) and the applicant has indicated 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 exam. The applicant who has registered for a 21+ exam can prepare for this exam.

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 for the prior education requirements exclusively for the degree course for which the exemption is given.

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Please note: exemption for the prior education requirements does not mean that exemption is also given from the further prior education requirements; it may still be necessary to do a deficiency exam. Further details on the 21+ entry exam can be found on the relevant course page at www.han.nl and in the education and examination regulations for the degree course.

Exemptions for degree course 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 that they have mastered parts of the entry assessment at the level of the HAVO certificate. 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 Exam

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 Nuffic²; or
- There is a special circumstance through which the applicant cannot show any diploma (article 7.29 paragraph 3 Act).

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

2.6 Network requirements for part-time degree courses

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

At the start of and during the degree course, the applicant must have an employment or internship contract. Also, the position and organisation must be relevant to the degree course.

Self-employed applicants need to submit a contract between business client and contractor that has been assessed by the Dutch tax office and that shows the student's work activities cannot be regarded as employment.

2.6 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 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.

²See information on credential valuation at www.nuffic.nl.

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Please note: sometimes degree courses with an 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

3.1 Matching requirement

HAN sees the matching process as a way of gaining insight into the degree course's suitability for the applicant and the applicant's suitability for the degree course. Matching 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 activities. An exception to the matching 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 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 speak to the course director or (senior) student supervisor before the start of the degree course³;
- 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 HAN Matching is required, applicants are advised to fill in the [Matching Guide](#)⁴

Matching always leads to matching advice. This advice has three forms: positive, negative or further action necessary. In these regulations, "participation in matching" means: completing the matching activities and receiving the matching advice.

3.2 Application by 1 May 2020 or after 1 May 2020.

Application in a bachelor or associate degree course must be done through Studielink (www.studielink.nl).

The following rules apply to this:

Application no later than 1 May 2020

For those applying for a degree course no later than 1 May 2020, participation in the matching activities for the relevant degree course is a requirement of enrolment. The advice that follows is recommended, but not binding.

Application after 1 May 2020

For those applying for a degree course at HAN for the first time after 1 May 2020 but no later than 15 August 2020, participation in matching is required and the matching advice is also binding. This

³If the applicant does not know who to contact, they are advised to contact the HAN Information Centre on: (024) 353 05 00.

⁴If the link to the Matching Guide does not work, copy and paste the following address in your browser:
<https://www.han.nl/start/bachelor-opleidingen/aanmelden/studiekeuzecheck/studiekeuzecheckwijzer/>

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means the applicant can only be enrolled if they receive positive matching advice. In the case of negative matching advice, the applicant will not be enrolled.

Switching degree courses after 1 May 2020

For those who apply for a degree course no later than 1 May 2020 and who switch their application to a different degree course after 1 May 2020, participation in matching for the relevant degree course is a requirement of enrolment. The matching advice is not binding.

Switching institutions after 1 May 2020

For those who have applied at another university of applied sciences by 1 May 2020 and then apply at HAN after 1 May 2020, participation in matching 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 matching. The matching advice is not binding.

Application for a degree course with a start date of 1 February 2021

When applying for a degree course with a start date of 1 February 2021, matching is required and the matching advice is binding.

3.3 Procedure

For every bachelor or associate degree course at HAN, matching consists of:

- An online orientation and expectations questionnaire. In this questionnaire, the applicant indicates the actions they took to decide on this degree course. Here they can also describe why they think the degree course suits them.
- One or more degree-specific questionnaires or assignments.
- Personal contact in the form of a talk or meeting.
- Matching advice from the degree course.

Further information on the content and procedure of matching is described on the relevant course page on the HAN website (www.han.nl) and in the personal emails the applicant receives.

No participation in matching

Matching is a required part of the application process. If an applicant fails to participate in the required matching activities without a valid reason and after repeated requests to do so, his or her enrolment at HAN will be declined.

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

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

The applicant has to be able to prove the above. The applicant must, *before* the above-mentioned date of the matching, report any circumstances which they know will make it difficult or impossible

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for them to participate in the matching activities. Circumstances that occur only on the day of the matching (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 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 decentral selection (enrolment quota)

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

In the 2020-2021 academic year, HAN has the following degree courses with enrolment quotas:

Name of degree course
Physiotherapy
Allied Medical Care
Dental Hygiene
Applied Psychology

The selection criteria, the Selection & Placement procedure and the dates for the selection days are published on the website page of the relevant degree course at www.han.nl. The number of places available per degree course changes each year. For the exact numbers, see the website www.studiekeuze123.nl.

4.1 Applying for a degree course with enrolment quota

Applying for a degree course with enrolment quota on Studielink

Degree courses with enrolment quotas have an admissions procedure: the Selection & Placement procedure. The deadline for applying for such a course is 23:59 on 15 January 2020. Application is done through Studielink, www.studielink.nl.

Applying for a degree course with enrolment quota uses up one of the applicant's selection attempts. When the application for the relevant degree course is withdrawn no later than 23:59 on 15 January 2020, the selection attempt is considered unused.

Number of applications per academic year

The applicant can apply for a maximum of two bachelor courses with enrolment quotas per academic year. That can be the same degree course at two different universities of applied sciences. An exception to this rule applies to the degree courses Physiotherapy and Dental Hygiene. For these courses, applicants can apply nationally for only one Physiotherapy or Dental Hygiene degree course.

No more than 3 applications for the same degree course

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An applicant can participate in the Selection & Placement procedure for a degree course no more than three times, regardless of the educational institution where they have applied. An applicant who does not manage to meet the prior education requirements can submit a request to the Admissions and Selection Office before 1 October to cancel their used selection attempt. In that case the participation in the admissions procedure does not count.

Applicants with a propaedeutic certificate

An applicant who already holds a propaedeutic certificate for the degree course does not have to participate in the Selection & Placement procedure. An applicant who was previously enrolled in the degree course at HAN, has not earned the propaedeutic certificate and wishes to enrol in the degree course again after stopping does have to participate in the Selection & Placement procedure again.

Applicants who live at a distance from HAN

If the applicant cannot be present on the selection day because the distance is too large between their place of residence and the place where the selection day takes place, the dean decides whether to offer an alternative.

Application for the main phase of a degree course with enrolment quota

A degree course can decide that enrolment in the main phase (post-propaedeutic phase) of a bachelor course with enrolment quota is only possible when the applicant earned their propaedeutic certificate for the degree course at HAN. In that case, an applicant holding a propaedeutic certificate for this degree course from another institution will not be admitted. To find out if this is the case, see the degree course admission requirements.

Problems during the application procedure

Applicants can apply on Studielink (www.studielink.nl) for degree courses with an enrolment quota before 23:59 on 15 January 2020. If the applicant has questions and/or needs help, they should report this to the Admissions and Selection Office before 15 January (email: toelating.FED-GGM@han.nl).

Elite athlete

An elite athlete cannot receive an exemption for the Selection & Placement procedure. For questions concerning the procedure, elite athletes can send an email to toelating.FED-GGM@han.nl.

For questions about regulations concerning elite athletes, the applicant can contact one of the HAN elite sport coordinators:

Lotte Visschers: lotte.visschers@han.nl

Martine Willemsen: martine.willemsen@han.nl

4.2 Admissions procedure

For degree courses with an enrolment quota, participation in the admissions procedure is required. To take part in the Selection & Placement procedure, the applicant must have submitted a timely request (by 15 January 2020, 23:59) for enrolment via Studielink (www.studielink.nl).

Assignment and full participation in selection programme

As part of the Selection & Placement procedure, the applicant has to submit an assignment to the degree course. Information about this can be found on the degree course website. An applicant who fails to submit an assignment will not be invited to the selection day and will not be allocated a ranking number. The applicant must participate in the full selection programme of the relevant degree. Failing to do so or only partly participating in the selection programme leads to rejection of the application.

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Deadline and postponement

All prior education requirements must be met by no later than 1 July 2020 as set out in [chapter 2](#) and, if necessary, also the language requirement as defined in [section 2.4](#). Postponement can be requested for submitting the relevant certificate for the prior education and/or language requirement. The request for this postponement must be made to the Admissions and Selection Office no later than 30 June 2020 and will be granted no later than 31 August 2020. The application form for postponing the diploma submission and/or language requirement can be found on the relevant course page.

Granting (provisional) ranking number and acceptance of place

After the selection day the applicant receives an email with a provisional ranking number or indication from the degree course. No rights can be derived from this indication.

On 15 April 2020 the applicant can see their ranking number in Studielink and whether they have a place in the program. After that the applicant has 14 days to accept the place in Studielink. If the applicant does not accept the place in Studielink within the set time, it automatically expires. Places are offered (via Studielink) up to and including 15 August 2020.⁵

Applicants must meet all the HAN enrolment requirements by no later than 31 August 2020.

4.3 Objection

When an applicant does not agree with the decision, they can submit a written objection to the Disputes Advisory Committee through the Complaints and Disputes Office, bureauklachtengeschil@han.nl. More information can be found in the Student Charter, appendix 8 "Regulations for Complaints and Disputes Office" and appendix 9 "Regulations of the Disputes Advisory Committee"⁶.

5. Bachelor courses with additional requirements

Besides the general admission requirements, several degree courses also have additional requirements. These are requirements of the student's knowledge, skills or characteristics that they need to be successful in the degree course and in the profession.

Additional requirements for the 2020-2021 academic year have been set for the degree courses:

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

5.1 Admissions procedure

Applicants for degree courses with additional requirements do not have to participate in matching (see [chapter 3](#)). Instead of matching, they have to take part in the Additional Requirements

⁵When applicants do not accept their place (on time), applicants who were initially not offered a place might still be eligible for a place in the program. So keep an eye on Studielink also after 15 April.

⁶The Student Charter can be found on the HAN website or requested through the HAN Information Centre.

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Assessment. Some degree courses offer optional matching in addition to the assessment. Applicants are strongly advised to participate in the matching. More information can be found on the degree course's web pages.

For degree courses with additional requirements, just as the regular bachelor and associate degree courses, the application must be submitted via Studielink by no later than 1 May 2020. Furthermore, all enrolment and payment conditions must be met by no later than 31 August 2020 in order to be enrolled at HAN.

Applicants who live at a distance from HAN

If an applicant cannot attend the Additional Requirements Assessment because the distance between place of residence and the place where the Additional Requirements Assessment takes place is too large, the dean decides whether an alternative can be offered.

5.2 Results of Additional Requirements Assessment

The result of the assessment is binding. Only when the applicant gets a positive result on the Additional Requirements Assessment can the enrolment go ahead. The result of the Additional Requirements Assessment is valid only for the relevant degree course at HAN and only for the next academic year and the year following (2020-2021 and 2021-2022). There are degree courses for which other agreements have been made at a national level. The applicant can contact Bureau Toelating (admission@han.nl) for information about this.

5.3 Objection

When an applicant does not agree with the decision, they can submit a written objection to the Disputes Advisory Committee through the Complaints and Disputes Office, bureauklachtengeschild@han.nl. More information can be found in the Student Charter, appendix 8 "Regulations for Complaints and Disputes Office" and appendix 9 "Regulations of the Disputes Advisory Committee"⁷.

6. Admission to a master program

6.1 Prior education requirements

Enrolment in a master program is possible when the applicant:

- has a bachelor degree from a university or university of applied sciences; or
- possesses the knowledge, understanding and skills at the level of a bachelor degree from a university or university of applied sciences.

6.2 Qualitative admission requirements

In addition to prior education requirements, some master degree courses at HAN have qualitative admission requirements. These could include specific requirements for prior education, work experience, network, proficiency in a foreign language, etc. These requirements are described in the education and examination regulations and on the website of the relevant degree course. If qualitative admission requirements apply, an applicant can only be enrolled for the degree course once they have met these requirements.

⁷The Student Charter can be found on the HAN website or requested through the Information Centre of HAN.

When an applicant does not meet (all) the admission requirements, or cannot provide evidence of this, they have to complete an admission exam. The admission exam is organised by the board of examiners.

6.3 Maximum number of students

The master degrees below have set a maximum for the number of students who can start the degree course each year. The applicant can only enrol in such a degree course if this number has not been exceeded.

Name of degree course
Master of Advanced Nursing Practice
Master of Physician Assistance

All the information the applicant needs, e.g. about qualitative requirements and the applicable procedures and dates, can be found on the website of the relevant degree course.

7. Application and enrolment

7.1 Applying via Studielink

Application

Anyone wanting to enrol in an associate, bachelor or master degree course at HAN can apply from 1 October prior to the academic year via Studielink (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 the following application deadlines:

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).

Correspondence and change of personal data

HAN uses the data entered by the applicant in Studielink when corresponding about application, enrolment and dis-enrolment. The applicant is responsible for making sure these data are correct. If there are changes to the contact data and/or personal data, the applicant has to change this in a timely fashion via Studielink.

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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).
 - When sending the copy, 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).

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 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, a positive matching advice is required for admittance. Application after 1 May in a full-time degree course with a 1 September intake date is possible up to 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 content of 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 enrolment quota

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

Application dates for a master degree course

Different application dates may apply for a master degree course. For more information, see the relevant course page at www.han.nl/masters.

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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 2021, the applicant must have applied no later than 1 November 2020.

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 find out whether the 1 February intake applies to a particular degree course, see the relevant course page on the HAN website. Applying for a degree course with February intake is possible up to 1 February, unless the degree course has decided 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 for the following academic year (from 1 September) via Studielink. Re-enrolling in Studielink is possible from June.

7.4 Interim enrolment

An interim enrolment means: enrolment with a start date other than 1 September. If the degree course also has a February intake, an enrolment with a start date other than 1 February also counts as an interim enrolment.

Study feasibility

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

Matching

If the applicant is required to participate in matching, an interim enrolment is only possible if the applicant has completed the matching programme and this has not led to a rejection. 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 a student grant and OV travel product. In addition, the tuition fee is 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 is made at an earlier time. 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.

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 importance 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 enrolls only in exams and final assessments, and thus 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.

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

7.6 Application as international student

Supplementary to the enrolment requirements, applicants from outside the EER are required to hold residence documents as specified by law. They are responsible for monitoring the validity of these documents. The applicant can find more information on [the website for international students at HAN](#) or through the Admissions Office (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). The withdrawal must be submitted before the first day of the month in which the degree course starts. If a certificate of paid tuition fee has already been received, it must be returned by post to the Student Administration Office: Postbus 2217, 6802 CE 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 and will be charged the tuition fee for 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 or associate degree course with the same HAN course department. This also applies to degree course(s) with which the degree course shares the same propaedeutic assessment. This applies to full-time, part-time and work-study degree courses.

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An applicant who, as of the new academic year, wants to be enrolled in a bachelor 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 matching.

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 2017 or earlier can enrol for the same degree course at HAN for the 2020-2021 academic year.

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

BNSA at another institution

An applicant who has received BNSA from another university or university of applied sciences, and for this reason wants to enrol at HAN, has to apply before 15 August. The applicant is required to participate in matching. The result of the matching 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 when starting on a date when the student could actually be enrolled, while also considering matching. In such cases the applicant is responsible for proving that the late application is the result of a BNSA.

9. Tuition fee

9.1 General Provisions

Students are required to pay the statutory tuition fee or institutional tuition fee for every academic year that they are enrolled in a degree course. The fees determined by HAN will be announced before the start of the academic year. The applicant can find the due amounts on the HAN website (via www.han.nl) and in the Student Charter for the 2020-2021 academic year. An applicant who enrolls in a degree course during the academic year will pay one-twelfth of the annual tuition fee applicable to them for each full month remaining in the academic year.

9.2 Statutory tuition fee

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

- The student is enrolled in a government funded degree course at HAN;
- The student falls in one of the following categories:
 - a. The student is a national of one of the EU countries, Norway, Switzerland, Iceland, Lichtenstein or Suriname;
 - b. The student is a family member of an EU citizen living in the Netherlands or
 - c. The student has a residence permit that makes them eligible for a student grant.
- At the start of the academic year, the student has not already earned a similar certificate for a government funded degree course. So they do not hold a bachelor degree certificate if they are enrolling for a bachelor or associate degree course and do not hold a master degree certificate if they are enrolling for an associate or master degree course.

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

- they have already earned a (bachelor or master) degree, but are starting a health or education degree course for the first time. To determine whether a degree course falls in

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the category of health or education, refer to the register of degree courses in higher education (CROHO) by DUO.

- 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 a part of the statutory tuition fee as stipulated by HAN.

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

9.3 Institutional tuition fees

Students who are not eligible for the statutory tuition fee have to pay the institutional tuition fee. The exact amount of the institutional tuition fee can be found in the 2020-2021 Student Charter and the [HAN tuition fee calculator](#).⁸

9.4 Final assessment fee external students

The final assessment fee that external students have to pay is the same as the statutory full-time tuition fee. External students do not have any 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 or associate degree course; and
-
- is paying the statutory tuition fees. This counts for full-time students, work-study students and part-time students.

Some applicants still pay the complete tuition fee. The tuition fee 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 non-government funded higher education.
- are participating in the demand-based funding experiment.

Teacher education

Does the applicant meet these conditions and have they applied for a teacher education degree course? Then their tuition fee will be halved for an extra year. More information can be found on [the HAN website](#).

⁸ If the link to the tuition fee 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](#)⁹ 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 spread out in a payment arrangement of 10 instalments (for the September intake).
- Students who use the payment arrangement will be charged €24 for administration costs.
- When using the payment arrangement, the 10 instalments are collected in the months September to June, around the 25th 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 are 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 fee 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. When paying in instalments, the remaining instalment dates applicable for a September intake will also apply.
- If a student has already paid statutory tuition fees to another university or university of applied sciences and the amount is higher or the same as the statutory tuition fee payable at HAN, they do not have to 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 payable at HAN, the prospective student submits the certificate of paid tuition fees from the other educational institution and pays HAN the difference between both amounts.

9.8 Refund of tuition fees

Refund for payment in lump sum

A student who terminates their enrollment during the academic year (interim termination) is entitled to a refund of the tuition fees for each remaining month in the academic year following the termination. This means that a student who dis-enrolls as of 1 June (end date 31 May) was enrolled for 9 months of the academic year and is entitled to a refund of 3/12th of the tuition fees for that academic year.

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

⁹ 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/>.

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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.

Refund for payment in instalments

When tuition fees are paid in instalments, termination of the enrolment does not entitle the student to a refund on a paid instalment. When the enrolment is terminated as of July or August, the student is not entitled to a termination of the payment in instalments.

External students

External students are not entitled to any refund of the final assessment fee.

9.9 Tuition-free board activities

1. If a student is enrolled in a government funded degree course, they can submit a request to the Executive Board to be exempted from paying the statutory tuition fees for a period of one full academic year (maximum), provided the student engages in full-time board activities. The request must be submitted by 1 September of the relevant academic year and it must meet the following criteria:
 - a. the student organisation where the activities take place is regarded as an approved student organisation according to the Financial Support Fund Scheme for Board Membership Grants (appendix of the Student Charter), and
 - b. the student organisation has at least 400 members who are enrolled as students at an institution for higher education, or in the case of a foundation, shows that the actual activities are for the benefit of at least 400 students enrolled at an institution of higher education, or in the case of an umbrella organisation, has at least 4 members whose member organisations have a combined number of at least 400 members who are enrolled as students at an institution for higher education, and
 - c. the student submits a job description showing they engage in board activities that take at least 40 hours per week.
2. During the entire academic year, the student may not follow any education or do any exams or final assessments at HAN or at any other government funded educational institution.
3. Within 20 days, the Executive Board decides whether to honour the request to be exempted from statutory tuition fees and submits this in writing.
4. A copy of the decision is sent to the dean of the degree course in which the student is enrolled.

10. Re-enrolment

In the month of June of the 2020-2021 academic year, the student is notified by email ([the email address recorded in Studielink](#)) to submit a re-enrolment request via Studielink for the new academic year. After indicating the wish to be re-enrolled for the following academic year, the student must issue a digital direct debit authorisation through Studielink. An exception is made for students enrolled in the demand-based part-time degree in Electrical and Electronic Engineering; in this case re-enrolment is arranged by the degree course and not by the student.

When the student does not meet the requirements for re-enrolment on time, they are dis-enrolled for the relevant degree course at HAN as of the end of the previous academic year (31 August 2020).

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). 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 before 1 September is free of charge. After the start of the degree course, the student can terminate the enrolment by submitting a request for termination of enrolment in Studielink. To do this, the student must have paid the tuition fee for the month(s) in which they were enrolled.

Request to terminate enrolment

To terminate enrolment before or after the start of the degree course, the student has to submit a request to terminate enrolment in Studielink (www.studielink.nl).

The enrolment will be terminated as of the following month, i.e. the month after the request was received. Example: request in Studielink submitted 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. The student can choose another date in Studielink.

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 before the request to terminate enrolment is submitted in Studielink. For more information, see [section 9.8](#).

Terminating enrolment by HAN

HAN can terminate an enrolment as of the following month without the student requesting this in the following cases:

- When binding negative study advice has been given (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:
 - o confirmed serious fraud;
 - o breach of the internal rules and disciplinary measures
 - o causing a serious nuisance in the buildings and on the grounds (See art. 7.57h Act);
 - o 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 for which they are being educated, or unsuitable to prepare for the practice of the profession. See 7.42a Act).
- Because of not paying tuition or final assessment fees. The enrolment termination takes place as of the second month following the first demand for payment.