



HAN ENROLMENT REGULATIONS 2023-2024

INTERNATIONAL BUSINESS AND COMMUNICATION

Regulations for application, enrolment, re-enrolment and termination of enrolment for the 2023-2024 academic year

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INTRODUCTION

These regulations contain the rules about application, enrolment, re-enrolment, and termination of enrolment for the degree courses International Business and Communication at HAN University of Applied Sciences for the 2023-2024 academic year.

Application and enrolment

Application is not the same as enrolment. An applicant who wants to do a degree course first needs to *apply*. Then comes the process of verifying whether the student is admissible – does the applicant meet the education requirements, are all their papers in order, etc. This involves a matching programme or selection procedure. Finally, tuition fees must be paid. Only when all this has been arranged can the applicant actually be *enrolled* as a student.

It is important to be aware of this distinction when reading these regulations.

Reading instructions

Chapter 1 contains the general rules for application; chapter 2 contains the specific requirements that students must meet in order to apply for an associate or bachelor degree course. Chapter 3 contains the rules about the matching programme and chapters 4 and 5 the different rules for degree courses with a selection procedure.

Chapter 6 contains the specific requirements applicants must meet to apply for a master course, including any selection procedures.

Chapter 7 contains the provisions on tuition fees and chapter 8 on termination of enrolment or re-enrolment. Finally, chapter 9 outlines how and where complaints or objections can be submitted.

Adoption of enrolment regulations

Prior to the adoption of this document, it must be submitted for advice to the student division of the academy council.

Once this document has been submitted to the student division of the academy council for advice and has been adopted by the dean, it can be emailed as a PDF file to: Servicedesk.MCV@han.nl. They will publish this document on han.nl.

Contract education

These regulations do not apply to enrolment in post-bachelor programmes or courses or education that are otherwise considered contract education. The rules that apply to enrolment for contract education are included in the agreement that has been made with HAN and in the general terms and conditions that apply based on the agreement.

TERMS AND DEFINITIONS AND ABBREVIATIONS

Applicant	Someone who is thinking about getting enrolled for a HAN degree course or who has applied but whose enrolment is not yet finalised.
Application	An enrolment application for 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.
Tuition fees	The tuition fees as defined in article 7.43 et seq. of the Higher Education and Research Act, which a student must pay annually.
Entry Assessment Committee	Committee that decides (on behalf of the Executive Board) whether an applicant is suitable for the degree course.
DUO	Dienst Uitvoering Onderwijs (education executive agency).
External student	A person enrolled at HAN as an external student as defined in article 7.36 of the Higher Education and Research Act.
HAN	HAN University of Applied Sciences
Re-enroller	A student who is enrolled or was previously enrolled in a degree course at HAN and is enrolling at HAN again.
Enrolment	An enrolment as defined in article 7.32 of the Higher Education and Research Act for a degree course at HAN.
Institutional tuition fees	The tuition fees as defined in article 7.46 of the Higher Education and Research Act for students not eligible for 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 International Business and Communication.
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 7.34 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 as defined in article 7.31b, paragraph 3, of the Higher Education and Research Act that an applicant receives after doing the matching programme.
Matching programme	The matching activities or the matching programme referred to in article 7.31b, paragraph 1, of the Higher Education and Research Act, which aims to provide insight into the applicant's suitability for the chosen degree course.
Studielink	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
Higher Education and Research Act	The Higher Education and Research Act (in Dutch: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek).
WSF2000	Student Finance Act 2000.

1 APPLICATION AND ENROLMENT: GENERAL PROVISIONS.

1.1 Applying via Studielink

Application

Anyone wanting to enrol in an associate, bachelor or master degree course at HAN can apply 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 through Studielink.

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 abroad

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 via the website (www.studielink.nl), using their own email address. If applicants have any questions, they can contact the Admissions Office at admission@han.nl.

Correspondence and change of personal data

All correspondence concerning application, enrolment, re-enrolment and termination of enrolment must be emailed to the email address linked to the Studielink account. The applicant is responsible for making sure these details are correct. The applicant must make changes to their contact details and/or personal data via Studielink in a timely fashion. 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 will be verified. This can be done in two ways:

- An 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, be sure to block the Citizen Service Number (BSN), also in the number series at the bottom.
 - Write on the copy of the ID that it is a copy.
 - Also specify the party for which the copy is intended.
 - And specify the date on which the copy was issued.

International students and verification of legitimate residence

An applicant with a non-EEA 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).

The European Economic Area (EEA) consists of the Member States of the European Union plus Iceland, Liechtenstein and Norway.

During their enrolment at HAN, the student must be legitimately residing in the Netherlands. The Student Administration Office checks these data based on the guidelines in the Higher Education and Research Act, the Benefit Entitlement (Residence Status) Act and the Code of Conduct for International Students in Dutch Higher Education.

1.2 Application dates

Applying for a bachelor or associate degree course

Enrolment applications for a bachelor course or associate degree course must be submitted no later than 1 May at 23:59 prior to the academic year.

When an applicant applies for higher education no later than 1 May, they are entitled to be admitted to the degree course provided they meet the admission requirements. For application after 1 May, applicants need positive matching advice or positive advice with action required in order to be admitted.

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 set admission requirements).

Application after 1 May is possible until 1 September of the new academic year. (This does not apply to degree courses with a selection procedure). As of 1 September, an application is considered an interim application. See section 1.4.

Application for a degree course with 1 February intake is possible until 23:59 on 31 January at the latest, but the applicant needs positive matching advice or positive advice with action required.

Application for a degree course with a Selection & Placement procedure (enrolment quota)

For a degree course with a Selection & Placement procedure (enrolment quota), the latest application date is 15 January (23:59) prior to the academic year. Specifically, this means the following degree courses: Physiotherapy, Allied Medical Care, Dental Hygiene and Applied Psychology. Application after 15 January is not possible for the propaedeutic phase of a degree course with an enrolment quota.

Application for a degree course with additional requirements

Applicants for a degree course with additional requirements (the degree courses in Sports Science, Teacher Education in Physical Education and Arts Therapies) must register for the additional

requirements assessment on the date set by the degree course. The date is scheduled in the period from 15 January to no later than 1 May preceding the academic year. No application is possible after the deadline set by the degree course.

Application dates for a master course

Different application dates may apply for a master course. www.han.nl/masters. The rules for application for a master course are included in chapter 6.

Applicant from a country outside the EU

An applicant from outside the EU has to apply via Studielink no later than 23:59 CEST on 1 June prior to the 2023-2024 academic year. This is due to the visa procedure. For application in a degree course starting on 1 February 2024, the applicant must apply no later than 1 November 2023 (23:59 CET).

1.3 Guaranteed start and application deadlines: apply in time!

Application deadline = guaranteed start

If a degree course without a selection procedure sets an 'application deadline', this application deadline needs to allow for all administrative steps to be fulfilled and the student to be enrolled by the start of the academic year. So the application deadline functions as a guarantee that the applicant can start.

Applying after the deadline means there is a good chance the enrolment process cannot be completed by the start of the academic year, and the applicant will not be entitled to the rights that students have once their enrolment is completed. (Student rights and responsibilities as specified in the Student Charter.) For example, until the student's enrolment has been finalised, they **cannot participate in education** and are **not yet entitled to use a HAN email address or to access digital systems**.

The application deadline for foreign students may differ from the deadline for students with a Dutch residential address.

The application deadline for EU/EEA students for the degree courses in International Business and Communication is:

- For start date 1 September 2023: 15 August 2023
- For start date 1 February 2024: 15 January 2024

The application deadline for NON EU/EEA students for the degree courses in International Business and Communication:

- For start date 1 September 2023: 1 June 2023
- For start date 1 February 2024: 1 November 2023

1.4 Enrolment per 1 September or 1 February

There are two different intake dates for the degree courses International Business and Communication during the academic year: 1 September and 1 February.

1 February intake

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 (which starts on 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.

1.5 Interim enrolment

An interim enrolment is an enrolment with a start date other than 1 September. A February enrolment does not count as an interim enrolment.

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. These regulations also apply to interim enrolments and requests for interim enrolment.

Matching programme

If matching is mandatory, interim enrolment is only possible after the matching programme has been completed with positive matching advice or positive advice with action required.

Enrolment

An applicant is enrolled on the first day of the month in which all conditions for enrolment have been met, with the exception of October. If an applicant makes an enrolment application in October, they will not be enrolled until the day they satisfy all the enrolment requirements.¹ In these cases, tuition fees are charged for the entire month.

Enrolment applies for the entire academic year

An enrolment made during or prior to the academic year applies for the entire (remaining) academic year, unless the student requests to terminate their enrolment or HAN terminates their enrolment for a legally permissible reason.

¹This has consequences for possible rights to student finance and the OV travel product.

1.6 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 is only entitled to take exams and final assessments in the degree course for which they are enrolled and to access the facilities and collections of the institution. An exception is made if the institutional board deems that this conflicts with the nature or interest of the education.

1.7 Applications by international students

In addition to the enrolment requirements, applicants from outside the EEA are required to hold residence documents as specified by law. HAN applies for the student visa for the applicant. It is the applicant's own responsibility to keep an eye on deadlines and validity period(s). The Code of Conduct for International Students applies.²

1.8 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 via Studielink (www.studielink.nl). The withdrawal must be submitted before the first day of the month in which the degree course starts. 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 enrolment requirements and will be charged the tuition fees for at least that month.

Any certificate of paid tuition fees issued by HAN for a second application at another institution expires upon termination of enrolment at HAN. HAN will notify the educational institute concerned about the expiry of the certificate. This means the exemption from paying statutory tuition fees at the other institution will also lapse, which means the student will still have to pay tuition fees at the other educational institution.

Automatic rejection of the application by HAN

If the applicant does not meet the enrolment requirements for the degree course, the enrolment application will be rejected. This also applies for students who still have payment delays for previous academic years. The applicant will be reminded by HAN several times – at least twice – of obligations that have not yet been met. Applicants will receive reminders through the email address that is linked to the Studielink account. Students who were enrolled in the previous academic year will receive reminders at least through the student email address assigned to them by the HAN. A student may contact the Admissions Office if their enrolment is rejected for failing to meet the enrolment

²Applicants can contact the Admissions Office at admission@han.nl if they have any questions.

requirements and they believe this is a mistake or that they are otherwise not to blame. If the student's failure to meet the enrolment requirements should not be attributed to the student, that student may still be enrolled, provided they now meet the enrolment requirements.

1.9 Enrolling after binding negative study advice (BNSA) and switching degree courses

BNSA received in past 3 years

A HAN student who has received a BNSA in the past three years cannot 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 and to the full-time, part-time and work-study variants.

A person who wishes to re-enrol in the same degree course within three years after the BNSA must submit a request to the dean and make a plausible case to the dean's satisfaction that they will be able to successfully complete that degree course.³ If the case is made plausible, the person will be re-enrolled in the degree course.

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 regular 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 for a HAN degree course can apply for the same degree course again. They are required to participate in the matching programme.

BNSA at another institution

An applicant who has received a BNSA for a degree course at another university or university of applied sciences, and wants to enrol at HAN, is required to participate in the matching programme. The outcome of the matching is not binding in this case.

If the applicant could not apply for the degree course at HAN on time (before 1 September) because of the late receipt of the BNSA, they can still apply 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.

³Applicants can contact the Admissions Office if they have questions (toelating@han.nl).

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 HAN⁴:

- 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
- 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 treaty or 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. The dean will base their decision about the foreign diploma on the credential valuation by Nuffic.⁵

No diploma

If an applicant does not hold one of the diplomas above, they may take a 21+ entry assessment as referred to in section 7.29 of the Higher Education and Research Act under the conditions referred to in section 2.6.

2.2 Profile and subject requirements

In addition to the diploma specified in section 2.1, the following (special) education requirements also apply to the degree course Communication:

- Mathematics

This paragraph does not apply to the degree course International Business.

⁴ VWO/HAVO and MBO diplomas also mean VWO/HAVO/MBO diplomas earned on the BES islands (Bonaire, St. Eustatius, Saba), and diplomas earned in the Dutch Antilles before 10-10-2010.

⁵For further information, see the Nuffic website: <https://www.nuffic.nl/onderwerpen/jouw-buitenlandse-diploma-in-nederland/>.

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

This paragraph does not apply to the degree course International Business.

For Communication:

If the applicant has a HAVO or VWO diploma but does not meet the profile requirement and/or subject requirements, this deficiency has to be compensated before enrolment is possible. The applicant may still meet the requirements by passing a deficiency exam, as referred to in section 2.3, for each subject for which they did not take the final exam.

Applying for a deficiency exam is only possible after applying on Studielink for a bachelor or associate degree course at HAN (www.studielink.nl). A financial contribution is required to participate in a deficiency exam. The deficiency exams are described in more detail on the pages for the relevant degree course, which can be found at www.han.nl⁶.

2.4 Additional requirements

Not applicable

2.5 Sufficient language proficiency

Dutch-taught degree courses

Not applicable

English-taught degree courses

The degree courses International Business and Communication is (also) offered in English. The applicant can demonstrate that their English is sufficient to successfully follow the degree course by:

- IELTS score of at least 6.0; or
- TOEFL score of 80 or higher (internet-based); or
- Cambridge certificate: FCE Grade C minimum score 169 / CAE / CPE

The admission office will inform the applicants who must prove their English proficiency through one of the above.

Postponement

If the applicant can demonstrate they are unable to show that they meet the language requirement due to circumstances beyond their control, the board of examiners may, in exceptional cases, grant a postponement for the applicant to submit evidence showing they meet the language requirement. If they

⁶The deficiency exams are described in more detail on the web pages of the relevant degree course, which can be found at www.han.nl.

are granted a postponement, the applicant will be enrolled in the relevant degree course and can participate in education, but cannot yet participate in the exams and modular exams until they have met the language requirement.

2.6 21+ entry assessment

An applicant can take the 21+ entry assessment given by the degree course if they do not meet the education requirements as defined in section 2.1, have not been exempted from the requirements based on article 7.28 of the Higher Education and Research Act and will be at least 21 years old at the start of the degree course in the year relevant to the application.

It is only possibly to apply for a 21+ entry assessment if a request to enrol has been submitted for a degree course at HAN through Studielink and the applicant has informed the Admissions Office (toelating@han.nl) that they wish to take part in an entry assessment. These two matters must be completed at least 10 business days prior to the exam sitting. A fee is charged for participating in the 21+ entry assessment. For more information, see the webpages for the degree course at www.han.nl.

The entry assessment committee assesses whether the applicant is suitable for the degree course and whether the applicant demonstrates sufficient Dutch proficiency to successfully 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.

Parts of the 21+ entry assessment

The content of the 21+ entry assessment is included in the education and examination regulations of the degree course. The education and examination regulations are part of the degree statute and can be found as follows: for International Business: hanuniversity.com -> Practical info <https://www.hanuniversity.com/en/programs/bachelor/communication/fulltime/practical-info/> and for Communication: hanuniversity.com -> Practical info.

Exemptions for parts

It is possible to request exemptions for parts of the entry assessment. This request can be sent to the entry assessment committee. The applicant submits supporting documents with the application. 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 age limit of the 21+ entry assessment

Exceptions are made to the 21+ age limit in the situations listed below:

- 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 Nuffic⁷; 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).

Validity of 21+ entry assessment

The HAN entry assessment is valid for the HAN degree course for which it was taken.⁸

An entry assessment completed with a satisfactory result is valid for two years from the date of the assessment result.

2.7 Employment requirements for part-time degree courses

Not applicable

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 student 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.

An applicant may be exempted from the above requirement by the dean if the applicant holds a certificate that is at least equal to the required propaedeutic certificate. If that certificate was issued abroad, the provisions of section 2.5 apply with regard to proficiency of the language in which the degree course is offered.

Applicants can submit an application for this exemption to the Admissions Office (toelating@han.nl).

The dean of a degree course with decentralised selection (enrolment quota) may require based on section 4.1 that the propaedeutic certificate was earned at HAN in order to be enrolled in the main phase. See section 4.1.

⁷See information on credential valuation at www.nuffic.nl.

⁸ If the applicant passes the HAN entry assessment, that assessment can be used to apply for exemptions from parts of the HAN entry assessment for another HAN degree course when enrolling for that HAN degree course.

3 MATCHING PROGRAMME

3.1 Mandatory matching programme prior to enrolment

The HAN matching programme aims to give the applicant insight into their suitability for the chosen bachelor or associate degree course before enrolment takes place.

These provisions for matching do not apply to the following:

- Applicants for the bachelor courses listed in chapter 4 that have an enrolment quota;
- Applicants for the degree courses listed in chapter 5 that have additional requirements;
- Applicants with a diploma from a university of applied sciences, a master degree from a university or university of applied sciences or 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](#)⁹ web page.

The HAN matching advice is given two working weeks after participation in the matching programme. This advice may be: positive, negative or further action.

3.2 Consequences of applying before or on 1 May 2023 or after 1 May 2023

Application by 1 May 2023: entitled to admission

An applicant who enrolls in a degree course at HAN before 1 May 2023 is entitled to admission to the degree course¹⁰The applicant is obliged to participate in the matching activities organised by the degree course, but the matching advice that follows from participation in the matching programme is not binding. This means an applicant can enrol in a degree course even if the matching advice is negative.

Change of application after 1 May 2023: entitled to admission

An applicant who applies for a degree course at HAN for the first time before 1 May 2023 and who decides to apply for a different degree course at HAN after 1 May 2023 is still entitled to admission. Here too, participation in the matching programme for the new degree course is compulsory, but the

⁹ 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/>

¹⁰ Provided the applicant meets all admission and enrolment requirements.

matching advice is not binding. So even with negative matching advice, enrolment in the new degree course is permitted.

Switching universities of applied sciences after 1 May 2023: entitled to admission

An applicant who applied to another university of applied sciences by 1 May 2023 at the latest and who applies for a degree course at HAN after 1 May 2023 is entitled to be admitted. The matching programme is compulsory, but the matching advice is not binding. Even with negative matching advice, enrolment in the new degree course is permitted.

Application **after** 1 May 2023: enrolment not possible with negative matching advice

An applicant may apply for their first degree course at HAN after 1 May 2023, but they will not automatically be entitled to admission. Participation in the matching programme will be compulsory and the matching advice binding. This means that if the student receives negative matching advice, enrolment is not possible.

Applying after BNSA

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

Application for a degree course with a start date of 1 February 2024

When applying for a degree course with a start date of 1 February 2024, the matching programme is compulsory. If an applicant applies for a degree course in higher education for the first time before or on 1 May 2023 (at HAN or another university of applied sciences), the matching advice is not binding; they may also enrol if they receive negative matching advice. The matching advice is binding if the applicant applied for the first time after 1 May 2023; enrolment is not possible with negative matching advice.

3.3 Content and procedure

The matching programme for this degree course includes:

- Students receive 2 surveys. After completing both, students will be invited for a matching an (online) interview.
- After this interview students receive their advice, positive, further action required or negative, by email

No participation in matching programme

If an applicant does not participate in the compulsory matching programme after a repeated invitation and without a valid reason, they will not be enrolled as a student.

If the applicant proves that, due to personal circumstances, they cannot participate in the required matching programme on the date set for this, the dean will decide when the applicant needs to participate in the required matching programme and, if necessary, whether an alternative form is possible.

Personal circumstances are defined as the circumstances summarised in article 2.1 paragraph 1 of the implementation regulations of the 2008 Higher Education and Research Act:

- long-term or chronic illness of the student;
- physical, sensory or other disabilities of the student;
- pregnancy of the student;
- special family circumstances;
- membership in the participation council, sub-council, student committee or degree committee;
- membership on the board of a student organisation of some size with complete legal capacity, or a comparable organisation of some size that promotes general social interests and actively develops activities for this purpose, and other circumstances in which you develop activities for the purposes of the organisation and board of the institution. You need to demonstrate that you spend a considerable amount of time on these activities each year;
- other personal circumstances which, if not taken into account by the institutional board, would lead to an exceptional case of extreme unfairness.

The student must report any circumstances which they know will make it difficult or impossible for them to participate in the matching programme before the date of the matching programme by sending an email to the contact person for the matching programme of the degree course. Circumstances that occur only on the day of the matching programme (accident, illness) are to be reported as soon as possible. If it is not possible to participate at another time or in an alternative manner, the dean will exempt the applicant from participation.

Applicants who live at a distance from HAN

If an applicant cannot attend the matching programme because the applicant comes from the public bodies of Bonaire, Sint Eustatius or Saba or Aruba, Curaçao or Sint Maarten and does not yet have a place of residence in the Netherlands, the personal contact part of the matching programme will be held through a digital means decided by HAN.

If an applicant comes from elsewhere and also feels the distance between where they live and where the matching activities take place lead to serious objections, they may submit a request to the dean to use digital facilities for parts of the matching programme for which they would otherwise need to come to HAN.

4 BACHELOR COURSES WITH ENROLMENT QUOTA AND DECENTRALISED SELECTION

A Selection & Placement procedure is held for degree courses with an enrolment quota.

In the 2023-2024 academic year, HAN has the following degree courses with enrolment quotas:

Degree course name
Physiotherapy
Allied Medical Care
Dental Hygiene
Applied Psychology

The degree courses International Business and Communication do not have a Selection & Placement procedure.

4.1 Applying for a degree course with an enrolment quota

Not applicable

4.2 Selection procedure and selection criteria

Not applicable

5 BACHELOR COURSES WITH ADDITIONAL REQUIREMENTS

The following degree courses have additional requirements. These are requirements of the applicant's knowledge, skills or characteristics needed to be successful in the degree course and in the profession:

- Teacher Education in Physical Education
- Health Care Management
- Sports Science
- Arts Therapies

The following additional requirements do not apply for the degree courses in International Business and Communication.

6 ADMISSION TO A MASTER COURSE

This chapter does not apply to the degree courses in International Business and Communication.

7 TUITION FEES

7.1 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 institutional tuition fees set by HAN will be announced before the start of the academic year.

The applicant can find the amounts they will owe as a student at www.han.nl/collegegeld.

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.

7.2 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 into 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 in higher education.¹¹

Contrary to the previous sentence, a student also pays 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.¹²
- they started the second degree course during their enrolment for 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).

7.3 Institutional tuition fees

Students who are not eligible for the statutory tuition fees have to pay the institutional tuition fees. The amount of the institutional tuition fees is stipulated in the HAN Tuition Fees Decision and can be found at www.han.nl/collegegeld.

7.4 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 are not entitled to a refund of the final assessment fee if they terminate their enrolment during the academic year.

7.5 Lowered statutory tuition fees

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

- has enrolled for the first time as a student in a full-time, part-time or work-study bachelor course or associate degree course at a government funded university or university of applied sciences and has not previously been enrolled in Dutch higher education; and

¹¹So 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 applicant may not have earned a bachelor or master degree certificate if they enrol in an associate degree course.

¹²The 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). See the [DUO app](#), or <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'.

- is paying the statutory tuition fees.

The tuition fees will not be lowered for students who:

- were already enrolled in a degree course in Dutch higher education before the 2023-2024 academic year;
- are taking a master course;
- are paying institutional tuition fees;
- are participating in the demand-based funding experiment at HAN.

7.6 International students

In addition to payment of tuition fees, students from countries outside the EEA have to meet the financial requirements set by the Immigration and Naturalisation Service (the financial guarantee).¹³

7.7 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.
- Payments in instalments are collected in the months of September to June, around the 25th day of the month.
- The direct debit is arranged by issuing a digital direct debit authorisation in the Studielink account of the student or applicant.
- 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 is issued in the Studielink account of the student or applicant.
- Payment cannot be made in instalments if neither a digital direct debit authorisation or digital authorisation are 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 payment is made in instalments, the above will also apply here.
- 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 and will submit a certificate of paid tuition fees issued by the other educational institution. If the amount paid elsewhere is lower than the statutory tuition fees

¹³Information about this can be found on [the website for international students of HAN](https://hanuniversity.com/international/en/study-and-living/admissions/residence-visa-info/financial-guarantee/#financial-guarantee) or through the Admissions Office. If the link to the website does not work, you can copy the following address into your browser: <https://hanuniversity.com/international/en/study-and-living/admissions/residence-visa-info/financial-guarantee/#financial-guarantee>.

owed at HAN, the student or applicant submits the certificate of paid tuition fees from the other educational institution and pays HAN the difference between the two amounts.

- Outstanding payments must be settled before the start of the academic year in which the student wishes to be enrolled; unless the student and HAN have made a payment arrangement.

7.8 Refund of tuition fees

Refund for payment in lump sum

A student who terminates their enrolment 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 refund is automatically calculated by the Tuition Fees Administration and paid out as soon as the request for termination of enrolment from Studielink has been processed by the Student Administration Office.

Termination of enrolment on 1 July (end date 30 June) or 1 August (end date 31 July) does not entitle a student to a refund of the tuition fees and the student will still be required to pay tuition fees for the entire academic year.

The above also applies in a situation where a student dies in the course of the academic year. The refund is then paid to the estate.

Refunds in the event of enrolment at more than one institution

If HAN has issued a certificate of paid tuition fees to another educational institute, the certificate will expire if enrolment in the HAN degree course is terminated during the academic year. HAN will notify the educational institute concerned about the expiry of the certificate. Only after this has happened can excess tuition fees be refunded.

Refund for payment in instalments

When tuition fees are paid in instalments, termination of the enrolment does not entitle the student to a refund of an already paid instalment.

8 RE-ENROLMENT AND TERMINATION OF ENROLMENT

8.1 Re-enrolment

The student will receive a reminder by email (to their email address recorded in Studielink) to make a re-enrolment application in Studielink for the new academic year. After submitting this application, the student must issue a digital direct debit authorisation through Studielink.

Any outstanding payments need to be settled before the student can be re-enrolled for the academic year in which they wish to be enrolled, unless a different payment arrangement has been made with HAN.

When the student does not meet the requirements for re-enrolment, their enrolment is terminated for the relevant degree course at HAN as of the end of the previous academic year (31 August).¹⁴

8.2 Terminating enrolment

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

When the student already has a certificate of enrolment and/or certificate of paid tuition fees at HAN, this certificate must be returned to HAN after the request for termination of enrolment is submitted in Studielink.

The enrolment will be terminated as of the following month, i.e. the month after the request was received by HAN. Retroactive termination of enrolment is not possible. A request for termination of enrolment submitted in June, July or August leads to a termination of enrolment as of 31 August. In June or July, a student may opt for termination of enrolment on a date other than 31 August in Studielink.

Termination of enrolment by HAN

In the following cases, HAN can terminate an enrolment as of the following month even though there has been no request for 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:
 - irrevocably confirmed serious fraud;
 - breach of the internal rules and disciplinary measures;

¹⁴A 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.

- the causing of a serious nuisance in the buildings and on the grounds; see art. 7.57h of the Higher Education and Research Act;
- an irrevocable 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 that shows them to be unsuitable to prepare for practice of the profession; see article 7.42a of the Higher Education and Research Act and the HAN Student Code of Conduct.
- Because of not paying tuition fees or final assessment fees. The enrolment termination takes place as of the month following the last demand for payment.

Refund of tuition fees

A student whose enrolment is terminated during the academic year is entitled to a refund of the tuition fees for each month remaining in the academic year after the termination of enrolment, unless the student pays (has paid) the tuition in instalments.

If the student's enrolment is terminated because they did not pay the tuition or exam fees, they will not be entitled to a refund of the tuition fees.

In all other respects, the provisions from section 7.8 regarding the refund of tuition fees will apply.

Settlement

Upon termination of enrolment, HAN is authorised to set off what the student owes HAN against what HAN may owe the student.

9 COMPLAINTS AND OBJECTIONS

If an applicant does not agree with a decision based on these regulations, they can submit a written objection to the Disputes Advisory Committee through the Complaints and Disputes Office, bureauklachtengeschil@han.nl. The procedure and further information can be found at [Complaints and objections \(han.nl\)](#).

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