



# **2024-2025 ENROLMENT REGULATIONS\_**

for the bachelor programme *International Social Work*  
degree format: full-time

Regulations for application, enrolment, re-enrolment and  
termination of enrolment for the 2024-2025 academic year

This document is a translation of parts of the '*Inschrijvingsreglement  
2024-2025 voor de bacheloropleiding Social Work*'.

No rights can be derived from this document.

## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>4</b>
<b>TERMS AND DEFINITIONS AND ABBREVIATIONS.....</b>	<b>5</b>
<b>1 APPLICATION AND ENROLMENT: GENERAL PROVISIONS.....</b>	<b>6</b>
1.1 Applying via Studielink .....	6
1.2 Application dates .....	7
1.3 Guaranteed start .....	8
1.4 Enrolment per 1 September 2024 or 1 February 2025 .....	8
1.5 Interim enrolment .....	9
1.6 Applications by international students.....	9
1.7 Application as external student .....	9
1.8 Application withdrawal .....	10
1.9 Enrolling after binding negative study advice (BNSA) and switching degree programmes	10
<b>2 EDUCATION REQUIREMENTS FOR BACHELOR OR ASSOCIATE DEGREE PROGRAMME</b>	
<b>12</b>	
2.1 Education requirements for bachelor or associate degree programme.....	12
2.2 Profile and subject requirements .....	12
2.3 HAVO or VWO diploma, but not the right profile and subjects .....	12
2.4 Additional requirements .....	13
2.5 Sufficient language proficiency .....	13
2.6 21+ entry assessment.....	14
2.7 Employment requirements for part-time degree programmes.....	15
2.8 Admission to the main phase of the bachelor programme .....	15
<b>3 MY MATCH .....</b>	<b>16</b>
3.1 My Match option prior to enrolment .....	16
3.2 Content and procedure .....	16
<b>4 BACHELOR PROGRAMMES WITH ENROLMENT QUOTA AND DECENTRALISED</b>	
<b>SELECTION .....</b>	<b>18</b>
4.1 Applying for a degree programme with an enrolment quota.....	18
4.2 Selection procedure and selection criteria .....	20
<b>5 BACHELOR PROGRAMMES WITH ADDITIONAL REQUIREMENTS .....</b>	<b>21</b>
5.1 Admissions procedure .....	21
5.2 Results of Additional Requirements Assessment .....	21

<b>6</b>	<b>ADMISSION TO A MASTER PROGRAMME.....</b>	<b>22</b>
<b>7</b>	<b>TUITION FEES.....</b>	<b>23</b>
7.1	General provisions .....	23
7.2	Statutory tuition fees .....	23
7.3	Institutional tuition fees .....	24
7.4	Final assessment fee for external students .....	24
7.5	Lowered statutory tuition fees .....	24
7.6	International students.....	24
7.7	Payment of tuition fees and administration costs .....	24
7.8	Refund of tuition fees .....	25
<b>8</b>	<b>RE-ENROLMENT AND TERMINATION OF ENROLMENT .....</b>	<b>27</b>
8.1	Re-enrolment .....	27
8.2	Terminating enrolment.....	27
<b>9</b>	<b>COMPLAINTS AND OBJECTIONS .....</b>	<b>29</b>

## INTRODUCTION

These regulations contain the rules about application, enrolment, re-enrolment, and termination of enrolment for the English track *International Social Work* from the bachelor degree programme Social Work (degree format: full-time) at HAN University of Applied Sciences for the 2024-2025 academic year.

### Application and enrolment

Application is not the same as enrolment. An applicant who wants to do a degree programme first needs to *apply*. After that follows a process of determining whether the student is admissible. Do they meet the prior education requirements? Are all documents in order? Etc. If applicable, the student is advised to confirm their choice of degree programme by participating in the My Match activities. 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 programme. Chapter 3 contains the rules about My Match and chapters 4 and 5 describe the various rules for degree programmes with a selection procedure.

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

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

### Contact

For questions about application, enrolment, re-enrolment and termination of enrolment, contact ASK HAN. Contact details can be found on [hanuniversity.com/contact](https://hanuniversity.com/contact).

### Contract education

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

## TERMS AND DEFINITIONS AND ABBREVIATIONS

Applicant ( <i>aankomend student</i> )	Someone who is thinking about enrolling in a HAN degree programme or who has applied but whose enrolment is not yet finalised.
Application ( <i>aanmelding</i> )	An enrolment application for a degree programme at HAN.
Dean ( <i>academiedirecteur</i> )	The person who is appointed as such and who directs a HAN school.
Executive Board ( <i>college van bestuur</i> )	The institutional board of HAN.
Tuition fees (statutory tuition fees) ( <i>Collegegeld</i> )	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 ( <i>Commissie toelatingsonderzoek</i> )	Committee that decides (on behalf of the Executive Board) whether an applicant is suitable for the degree programme.
DUO	Dienst Uitvoering Onderwijs (education executive agency).
External student ( <i>extraneus</i> )	A person enrolled at HAN as an external student as defined in article 7.36 of the Higher Education and Research Act. More information can be found in the Student Charter.
HAN	HAN University of Applied Sciences
Re-enroller ( <i>herinschrijver</i> )	A student who is enrolled or was previously enrolled in a degree programme at HAN and is enrolling at HAN again.
Enrolment ( <i>inschrijving</i> )	An enrolment as defined in article 7.32 of the Higher Education and Research Act for a degree programme at HAN.
Institutional tuition fees ( <i>instellingscollegegeld</i> )	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 programme.
My Match	The matching activities or programme as set out in article 7.31b paragraph 1 of the Higher Education and Research Act, which aims to give insight into the applicant's match with the chosen degree programme, and the accompanying advice referred to in article 7.31b paragraph 3 of the Higher Education and Research Act.
Degree programme ( <i>opleiding</i> )	The English track from the bachelor degree programme Social Work: International Social Work
Post-propaedeutic phase ( <i>postpropedeutische fase</i> )	The main phase of the bachelor programme; the part of the degree programme 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 programme at HAN.
Academic year ( <i>studiejaar</i> )	The time period starting on 1 September and ending on 31 August in the following year.
Studielink	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
Higher Education and Research Act ( <i>WHW</i> )	The Higher Education and Research Act (in Dutch: <i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i> ).
WSF2000	Student Finance Act 2000 (in Dutch: <i>Wet op de studiefinanciering 2000</i> ).

## **1 APPLICATION AND ENROLMENT: GENERAL PROVISIONS**

### **1.1 Applying via Studielink**

#### Application

Anyone wanting to enrol in an associate, bachelor or master degree programme at HAN can apply via Studielink ([www.studielink.nl](http://www.studielink.nl)). A student who wishes to switch degree programmes or who wants to start their degree programme again after stopping also has to apply via 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](http://www.studielink.nl)) using their own email address.

#### Correspondence and change of personal data

All correspondence concerning application, enrolment, re-enrolment and termination of enrolment will be emailed to the email address linked to the Studielink account. The applicant is responsible for making sure these details are correct. 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 the enrolment requirements, information regarding the degree programme will be sent to the student's HAN email address.

#### 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 residing at an address abroad has to submit a copy of a valid identity document (a passport or ID card), possibly with a Dutch residence permit, through My Application (OSIRIS). An applicant receives notification of this, if applicable.
- Block out the:
  - citizen service number (BSN) on the copy, also in the number series at the bottom.
  - Write on the copy of the ID that it is a copy.
  - Also specify which organisation the copy is intended for.
  - And specify the date on which the copy was issued.

### International students and verification of legitimate residence

An applicant with a non-European Economic Area nationality must, in accordance with the Aliens Act, submit a copy of a valid proof of identity as well as a copy of a valid Dutch residence permit via My Application (OSIRIS). An applicant receives notification of this, if applicable.

The European Economic Area 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 programme

The applicant who wishes to apply for a bachelor or associate degree programme should submit no later than 23:59 on 1 May at prior to the academic year.

Application after 1 May is still possible until no later than 23:59 on 31 August prior to the new academic year. This does not apply to degree programmes with a selection procedure. Applications submitted from 1 September are considered interim application. See section 1.5 for further details.

Application for a degree programme with a 1 February start date is still possible until no later than 23:59 on 31 January.

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

For a degree programme 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 programmes: Physiotherapy, Allied Medical Care, Dental Hygiene and Applied Psychology. Applying in the propaedeutic phase of a degree programme with an enrolment quota is not possible after 15 January.

### Application for a degree programme with additional requirements

Applicants wishing to apply for a degree programme with additional requirements (Sport Studies, Teacher Education in Physical Education, Arts Therapies and Psychomotricity, and Health Care Management) must apply for the Additional Requirements Assessment on the date stipulated for this by the degree programme. The date is scheduled in the period from 15 January to no later than 1 May preceding the academic year.

Application dates for a master programme

Different application dates may apply for a master programme. [www.han.nl/masters](http://www.han.nl/masters). The rules for application for a master programme 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 1 June (23:59) prior to the academic year 2024-2025. This is due to the visa procedure. For application in a degree programme starting on 1 February 2025, the applicant must apply no later than 23:59 on 1 November 2024.

**1.3 Guaranteed start**

Degree programmes with no selection procedure have a start guarantee date. This means that if an applicant meets all the enrolment requirements before the start guarantee date, they are guaranteed of enrolment from the start of the academic year and have access to HAN facilities, including online facilities.

If an applicant applies after the start guarantee date, the enrolment process will probably not be completed by the start of the academic year. In that case, the applicant cannot yet use the HAN facilities (online or offline) or exercise the rights of a student who has completed their enrolment. Student rights and responsibilities as specified in the Student Charter. As long as the student's enrolment is not finalised, they will not be able to join classes, for example, and will not have the right to use a HAN email address, nor will they have access to timetables.

The applicant should also be aware that activities like the 21+ entry assessment, and/or selection days for degree programmes with additional requirements, may no longer be organised by the degree programme before the start of the semester. As a result, the applicant may not meet the enrolment requirements before the start of the semester and therefore may not be able to enrol in that degree programme at HAN.

The application deadlines\* for the bachelor degree programme Social Work are:

Degree format/variant	Enrolment 1 September 2024	Enrolment 1 February 2025
Social Work fulltime	15 August, 23.59	Not applicable
International Social Work fulltime	15 August, 23.59	Not applicable
Social Work part-time / dual	15 August, 23.59	15 January, 23.59

(\*) The application deadline for international students may differ from the deadline for students with a Dutch residential address.

**1.4 Enrolment per 1 September 2024 or 1 February 2025**

There is one intake date for the degree programme *International Social Work* during the academic year: 1 September 2024.

## **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 considers the study programme feasible with a start date at time when the student can actually be enrolled.

### 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.<sup>1</sup> 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 academic year or remainder thereof, unless the student requests to terminate their enrolment via Studielink or HAN terminates their enrolment for a legally permissible reason.

## **1.6 Applications by international students**

In addition to the enrolment requirements, applicants from outside the European Economic Area are required to hold residence documents as specified by law. HAN applies for the student visa on the applicant's behalf. 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.

## **1.7 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 programme 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.

---

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

## **1.8 Application withdrawal**

### Application withdrawal by applicant

If the applicant is not willing or able to start the degree programme they have applied for, they can withdraw their application via Studielink ([www.studielink.nl](http://www.studielink.nl)). The withdrawal must be submitted before the first day of the month in which the degree programme starts. If the application was not withdrawn via Studielink before the first day of the month in which the degree programme 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 'proof of paid tuition fees' (BBC) issued by HAN for a second application at another institution will expire upon termination of enrolment at HAN. HAN will notify the educational institution concerned about the expiry of the BBC. 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 programme, 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 in any case receive reminders through the student email address assigned to them by HAN. When an applicant's enrolment has been rejected due to not meeting the enrolment requirements, and the applicant believes a mistake has been made or that they are not at fault for it, they can contact ASK HAN (via [ask@han.nl](mailto:ask@han.nl)). If the applicant's failure to meet the enrolment requirements should not be attributed to the applicant, that applicant may still be enrolled, provided they now meet the enrolment requirements.

## **1.9 Enrolling after binding negative study advice (BNSA) and switching degree programmes**

### 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 programme or associate degree programme at HAN. This also applies to the degree programme(s) with which the degree programme has a joint final propaedeutic assessment and to the full-time, part-time and work-study variants.

The applicant who wishes to enrol in the same degree programme within the three years after the BNSA was issued must submit a request for this to the dean. In their request, the applicant must provide arguments for being able to successfully complete the degree programme. If the case is made plausible, the person will be re-enrolled in the degree programme.

An applicant who wishes to be enrolled in the new academic year for a bachelor or associate degree programme other than the one for which they received a BNSA needs to apply according to the regular applicable procedure, and is required to meet the applicable enrolment requirements for the programme in question.

BNSA received over 3 years ago

An applicant who received a BNSA for a HAN degree programme over three years ago can apply for the same degree programme again via Studielink. They must meet the applicable enrolment requirements for that degree programme.

BNSA at another institution

An applicant who received a BNSA from a degree programme at another university or university of applied sciences, and who wishes to enrol at HAN, is required to meet the applicable enrolment requirements for the relevant degree programme.

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

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

The applicant needs at least one of the following diplomas to enrol in a bachelor or associate degree programme at HAN<sup>2</sup>:

- 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.

#### 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**

This section is not applicable for the degree programme International Social Work.

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

This section is not applicable for the degree programme International Social Work.

---

<sup>2</sup> When referring to VWO/HAVO and MBO diploma, this also includes MBO/HAVO/VWO diplomas earned on the BES islands (Bonaire, St. Eustatius, Saba), and diplomas earned in the Netherlands Antilles before 10-10-2010.

## 2.4 Additional requirements

This section is not applicable for the degree programme International Social Work.

## 2.5 Sufficient language proficiency

### Dutch-taught degree programmes

If the degree certificate or diploma of the prior education was not issued in the Netherlands, the applicant has to show that their Dutch is sufficient to successfully follow the degree programme. This can in any case be shown by earning:

- State Exam: Dutch as a Second Language, programme II.
- Certificate Dutch as a Foreign Language from the Taalunie.
- German prior education diploma with a grades list showing the applicant took Dutch as a subject at B2 level.

If the applicant can show in another way than above that they sufficiently master Dutch, they can indicate this in My Application (OSIRIS). The Admissions Office will then submit the application to the board of examiners of the degree programme for which the applicant has applied. The board of examiners then decides whether the applicant has sufficient Dutch to successfully follow the degree programme and informs the applicant and Admissions Office of its decision in writing.

### Postponement

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

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

### English-taught degree programmes

The degree programme Social Work is (also) offered in English: *International Social Work*. The applicant can demonstrate that their English is sufficient to successfully follow the degree programme by submitting:

1. A diploma as stated on the Diploma List of the Gedragcode en reglement – internationalstudy (Code of Conduct International Student in Dutch Higher Education) or;
2. A diploma from an international school, or;
3. A Dutch diploma, which also demonstrates the English language requirements, or;
4. If the applicant is demonstrably a native English speaker, or;
5. The results of an accepted English language test, with a minimum language requirement or:
  - 'IELTS score of at least 6.0', or;
  - 'TOEFL score of 80 or higher (internet-based)', or;
  - 'Certificate of Cambridge English: C1 Advanced or C2 Proficiency'.

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.

A Dutch applicant who applies for an English-taught degree programme meets the language requirements if they have earned at least an MBO-4 or HAVO diploma.

The regulation under 'Postponement' above also applies to the language requirement for English-taught degree programmes.

## **2.6 21+ entry assessment**

An applicant can take the 21+ entry assessment given by the degree programme 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 programme in the year relevant to the application.

To apply for a 21+ entry assessment, the applicant must first submit an enrolment application in Studielink for a HAN degree programme and then indicate in My Application (Osiris) that they wish to participate in an entry assessment.

These two actions must be completed at least 10 workdays before the entry assessment. A financial contribution may be charged for participation in a 21+ entry assessment. For more information, see the webpages for the degree programme at [www.han.nl](http://www.han.nl).

The entry assessment committee assesses whether the applicant is suitable for the degree programme and whether the applicant demonstrates sufficient Dutch proficiency to successfully follow the degree programme. 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 programme for which the exemption is given. Because the 21+ entry assessment is offered in the language of instruction of the HAN degree programme, the result is not valid for the same degree programme offered in a different language of instruction.

### Parts of the 21+ entry assessment

The content of the 21+ entry assessment is included in the education and examination regulations of the degree programme. The education and examination regulations are part of the degree statute and can be found as follows: [Practical info about International Social Work at HAN](#).

### 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 programme in the country in which it was issued, but it is not assessed as such by Nuffic; 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

HAN's entry assessment is valid for the HAN degree programme in the language of instruction for which the assessment was completed.<sup>3</sup>

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 programmes**

This section is not applicable for the degree programme International Social Work.

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

To be enrolled in the main phase (post-propaedeutic phase) of a bachelor programme, the student must hold a propaedeutic certificate for the degree programme. This can also be a propaedeutic certificate for a joint final assessment for the propaedeutic phase of that bachelor programme and one or more other bachelor programmes.

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 programme is offered.

The applicant can submit a request for this exemption through My Application (OSIRIS).

The dean of a degree programme 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.

---

<sup>3</sup> 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 programme when enrolling for that HAN degree programme.

## **3 MY MATCH**

### **3.1 My Match option prior to enrolment**

HAN offers various matching activities that help applicants gain insight into their match with the chosen bachelor or associate degree programme before they enrol. The activity offerings are known as 'My Match'.

These provisions on My Match are not applicable to:

- Applicants for the bachelor programmes listed in chapter 4 that have an enrolment quota;
- Applicants for the degree programmes listed in [chapter 5](#) that have additional requirements;
- Applicants for the of part-time and work-study programmes, that have matching activities (intake form or general questionnaire) includes in the personal intake/ Match interview at the degree programme.

Applicants in the first year of a bachelor or associate degree programme are advised to apply no later than 1 May 2024 and to participate in the matching activities provided by the degree programme. For application after 1 May, applicants can still participate in matching activities until no later than 15 August.

### **3.2 Content and procedure**

My Match for the degree programme International Social Work consists of the following content and procedure:

Before My Match is started, the applicant will - if necessary - first be approached by the HAN Admissions Office. They conduct an intake interview in which, among other things, the English language skills of the applicant is discussed and what studying in the Netherlands / at HAN means. Based on their findings, a language advice and information about follow-up procedures will follow.

This is followed by My Match with the following content and procedure:

1. the applicant will receive an online questionnaire via email about 'orientation and expectations', in which the reflective capacity is appealed to;
2. the applicant will receive an online questionnaire by e-mail that goes deeper into the content of the degree programme and the profession;
3. Optional online and offline HAN matching activities follow, such as an (online) interview or trial study day.

Upon completion of the matching activities, the applicant makes the final choice of program based on his or her own weighing and conclusion.

For more information see:

[Matching process | International Social Work \(hanuniversity.com\)](https://www.hanuniversity.com/matching-process-international-social-work)

The applicant chooses from the matching activities offered by the degree programme. In case of a positive match and based on their own thoughts and conclusion, the applicant can finalise their decision to enrol in the degree programme in Osiris. The degree programme adopts this conclusion as matching advice.

During the matching process, the degree programme can give solicited and unsolicited advice about personal, programme-specific actions the applicant should take, such as focusing on specific knowledge or skills before the programme starts.

## 4 BACHELOR PROGRAMMES WITH ENROLMENT QUOTA AND DECENTRALISED SELECTION

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

In the 2024-2025 academic year, HAN has the following degree programmes with enrolment quotas:

Degree programme name
Physiotherapy
Allied Medical Care
Dental Hygiene
Applied Psychology

The degree programme International Social Work does not have a Selection & Placement procedure.

Listed below are first the general rules, followed by the degree-specific selection criteria and the procedure for Selection & Placement.

The number of places available per degree programme changes each year. For the exact numbers, see the website [www.studiekeuze123.nl](http://www.studiekeuze123.nl).

### 4.1 Applying for a degree programme with an enrolment quota

#### Applying for a degree programme with an enrolment quota on Studielink

Degree programmes with enrolment quotas have an admissions procedure: the Selection & Placement procedure.

The deadline for applying for a degree programme with an enrolment quota is 23:59 on 15 January 2024. Application is done through Studielink ([www.studielink.nl](http://www.studielink.nl)). Applicants need to create a Studielink account and apply for the relevant degree programme with enrolment quota.

Applying for a degree programme with an enrolment quota uses up one of the applicant's selection attempts. This also applies to applicants who have not completed all or part of the admissions procedure. If the application for the relevant degree programme is withdrawn no later than 23:59 on 15 January 2024 via Studielink, the selection attempt is considered unused.

#### Number of applications per academic year

The applicant can apply for a maximum of two bachelor programmes with enrolment quotas. That can be the same degree programme at two different universities of applied sciences.

However, applicants who apply for the degree programmes in Physiotherapy and Dental Hygiene can only apply for one Physiotherapy degree programme or one Dental Hygiene degree programme in the Netherlands per academic year.

If the application for the relevant degree programme is withdrawn no later than 15 January 2024 at 23:59 via Studielink, the selection attempt is considered unused.

Maximum of 3 applications for the same degree programme

An applicant may only participate in the selection and placement procedure for a bachelor programme with an enrolment quota in the Netherlands up to a maximum of three times.

An applicant who does not manage to meet the education requirements or language requirement (if applicable) can submit a request to ASK HAN ([ask@han.nl](mailto:ask@han.nl) including name, student number and name of degree programme) before 1 October 2024 to have their selection attempt cancelled. In that case the participation in the admissions procedure for that academic year will not count.

Applicant with a propaedeutic certificate

An applicant who already holds a certificate for the final propaedeutic assessment of a bachelor programme does not need to participate in the Selection & Placement procedure for that degree programme.

Application for the main phase is only possible for HAN students

The dean can decide that enrolment in the main phase (post-propaedeutic phase) of a bachelor programme with an enrolment quota is only possible when an applicant has earned their propaedeutic certificate for the degree programme at HAN. In that case, an applicant holding a propaedeutic certificate for this degree programme from another institution will not be enrolled.

No Selection & Placement after dropping out in the first year

If an applicant was previously enrolled in a degree programme at HAN but dis-enrolled before earning their propaedeutic certificate, they do not have to take part in the Selection & Placement procedure a second time if they want to enrol in that degree programme again.

Applicants who live at a distance from HAN

If the applicant cannot attend the selection day, because the applicant is 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 dean will decide which alternative can be offered.

Problems during the application procedure

If the applicant has questions and/or needs help, they should contact ASK HAN about this at [ask@han.nl](mailto:ask@han.nl) (during office hours) before 15 January 2024.

Exemptions

No exemptions are given for the Selection & Placement procedure, and there are no exceptions to this (not even for elite athletes and/or leading entrepreneurs).

## **4.2 Selection procedure and selection criteria**

This section is not applicable for the degree programme International Social Work.

## **5 BACHELOR PROGRAMMES WITH ADDITIONAL REQUIREMENTS**

The following degree programmes have additional requirements. These are requirements of the student's knowledge, skills or characteristics needed to be successful in the degree programme and in the profession.

Teacher Education in Physical Education (ALO)

Health Care Management

Sports Science

Arts Therapies

No additional requirements apply for the degree programme International Social Work.

### **5.1 Admissions procedure**

For applicants in a degree programme with additional requirements, the provision about My Match in section 3.2 does not apply. Required participation in the Additional Requirements Assessment is sufficient as matching activity.

Applications for degree programmes with additional requirements must be submitted via Studielink by 1 May 2024. Application is no longer possible after that.

#### Applicants living or residing abroad

An applicant residing or living at an address abroad can apply for 'remote admission'. The applicant needs to contact ASK HAN via [ask@han.nl](mailto:ask@han.nl) as soon as possible and at least before the Additional Requirements Assessment takes place.

### **5.2 Results of Additional Requirements Assessment**

The result of the assessment is binding. An applicant can only be enrolled if they pass the HAN Additional Requirements Assessment. The result of the Additional Requirements Assessment is only valid for the relevant degree programme at HAN and for the academic year for which it was taken.

## **6 ADMISSION TO A MASTER PROGRAMME**

This chapter is not applicable for the degree programme International Social Work.

## 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 programme. 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](http://www.han.nl/collegegeld).

An applicant who enrolls in a degree programme 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 programme 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 yet earned a comparable diploma for a government funded degree programme in higher education in the Netherlands.<sup>4</sup>

Contrary to the previous sentence, a student also pays statutory tuition fees if:

- they have already earned an associate, bachelor or master degree, but are starting a degree programme in the field of health or education for the first time.<sup>5</sup>
- they started the second degree programme during their enrolment for the first degree programme and, also after earning the first degree, continued to follow the second degree programme without interruption.

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

---

<sup>4</sup>So, no associate degree certificate if they enrol for an associate degree programme, no bachelor degree certificate if they enrol for a bachelor programme and no master degree certificate if they enrol for a master programme. Furthermore, the applicant may not have earned a bachelor or master degree certificate if they enrol in an associate degree programme.

<sup>5</sup>To find out whether a degree programme belongs to the field of health or education, please refer to [www.duo.nl](http://www.duo.nl), in the search function of RIO HO.

### **7.3 Institutional tuition fees**

Students who are not eligible for the statutory tuition fees have to pay the institutional tuition fees. The institutional tuition fee amounts are determined in HAN's Tuition Fees Resolution. The amounts are published at [www.han.nl/collegegeld](http://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 tuition fees for full-time degree programmes.

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**

#### Teacher education

The lowered statutory tuition fees apply for students enrolled in a full-time, part-time or work-study bachelor or associate degree programme in the field of education on 1 September 2023.<sup>6</sup>

### **7.6 International students**

In addition to payment of tuition fees, students from countries outside the European Economic Area have to meet the financial requirements set by the Immigration and Naturalisation Service (the *Financial Guarantee*).

### **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 a €24 administration fee.
- 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.

---

<sup>6</sup> The entitlement to lowered (halved) fees is once-only and for a period of 12 consecutive months (according to articles 2.4b, 2.4d, 2.4e and 2.4f, third and fourth paragraph, Implementing Decision Higher Education and Research Act as of 31 August 2024). This entitlement becomes applicable when the student enrolls in the second year of study. Or, if the student first took another degree programme, it becomes applicable when they enrol in the first year of the degree programme in the field of education. If the student terminates their enrolment during the academic year, the right to halved tuition fees continues and will not be extended or suspended.

- 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.
- When enrolling during the academic year, the tuition fees will be reduced based on the number of months between September and the enrolment date. If payment is made in instalments, the above will also apply here.
- When a student has already paid statutory tuition fees at another Dutch university of applied sciences in an academic year, and those fees are equal to or higher than the statutory tuition fees payable at HAN, and the student then enrolls at HAN, they do not have to pay statutory tuition fees at HAN in that academic year, but instead arrange a Proof of Paid Tuition Fees (BBC) via Studielink. If the payment made elsewhere is lower than the statutory tuition fees payable at HAN, the applicant arranges a BBC via Studielink and pays the difference between the two amounts to HAN.
- 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**

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.

### 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.

The above also applies in a situation where a student dies in the programme 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 Proof of Paid Tuition Fees to another educational institute, the proof will expire if enrolment in the HAN degree programme is terminated during the academic year. HAN will notify the educational institution concerned about the expiry of the BBC. Only after this has happened can excess tuition fees be refunded.

Refund for payment in instalments

When tuition fees are paid in instalments and the enrolment is terminated, any excess tuition fees are refunded or offset.

## 8 RE-ENROLMENT AND TERMINATION OF ENROLMENT

### 8.1 Re-enrolment

At the start of June, the student receives an email (at the email address recorded in Studielink) inviting them to re-enrol for the new academic year. The student needs to 1) submit a request for re-enrolment via Studielink and 2) enter their payment details using a digital direct debit authorisation via 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.

A student meets the re-enrolment requirements if they submit a request for re-enrolment, issue a digital direct debit authorisation, and have not received binding negative study advice (BNSA) or sanction decision for the degree programme, which would inhibit the re-enrolment, as set out in 8.2. When the student does not meet the requirements for re-enrolment, their enrolment is terminated for the relevant degree programme at HAN as of the end of the previous academic year (31 August).<sup>7</sup>

Students should also register for courses in the first term of the new academic year (through OSIRIS Student) during the current academic year to ensure that they can participate in educational activities.

### 8.2 Terminating enrolment

To have their enrolment terminated, the student needs to submit a request for termination of enrolment via [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 student 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;
  - 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

---

<sup>7</sup> A student who does not wish to be re-enrolled, should arrange this via Studielink (see the step-by-step plan '[Do not re-enrol](#)'). By doing so the student avoids repeated notices, reminders etc.

more of the professions they are being educated for in the degree programme 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.

## **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, [bureau.klachtengeschil@han.nl](mailto:bureau.klachtengeschil@han.nl). The procedure and further information can be found at [Complaints and objections \(han.nl\)](#).

**OPEN UP**  
**NEW** HAN\_ UNIVERSITY  
OF APPLIED SCIENCES  
**HORIZONS.**