

HAN ENROLMENT REGULATIONS 2024-2025

Master of Circular Economy

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

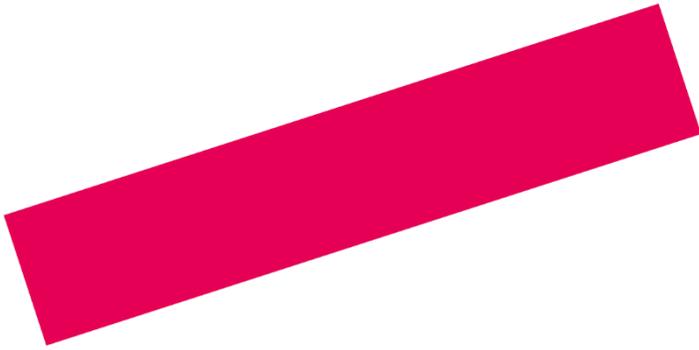


TABLE OF CONTENTS

INTRODUCTION	4
TERMS AND DEFINITIONS AND ABBREVIATIONS.....	5
1 APPLICATION AND ENROLLMENT: GENERAL PROVISIONS.....	6
1.1 Applying via Studielink	6
1.2 Application dates	7
1.3 Enrolment.....	7
1.4 Applications by international students.....	8
1.5 Application as external student	8
1.6 Application withdrawal	8
2 EDUCATION REQUIREMENTS	9
2.1 Education requirements for degree course Master of Circular Economy	9
2.2 Sufficient language proficiency	9
3 ADMISSION TO THE MASTER PROGRAMME	10
3.1 Capacity limitation (enrolment quota)	10
3.2 Procedure.....	10
4 TUITION FEES.....	10
4.1 General provisions	10
4.2 Statutory tuition fees	11
4.3 Institutional tuition fees	11
4.4 Final assessment fee for external students	12
4.5 International students.....	12
4.6 Payment of tuition fees and administration costs	12
4.7 Refund of tuition fees	13
5 RE-ENROLMENT AND TERMINATION OF ENROLMENT	13
5.8 Re-enrolment	13
5.9 Terminating enrolment.....	14
6 COMPLAINTS AND OBJECTIONS	15

INTRODUCTION

These regulations contain the rules about application, enrolment, re-enrolment, and termination of enrolment for the degree course Master of Circular Economy 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 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 also involves a 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.

Chapter 3 contains the specific requirements applicants must meet to apply, including the selection procedures.

Chapter 4 contains the provisions on tuition fees

Chapter 5 on termination of enrolment or re-enrolment.

Chapter 6 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.

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 Master Circular Economy
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 ENROLLMENT: GENERAL PROVISIONS.

1.1 Applying via Studielink

Application

Anyone wanting to enrol in a 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 the degree course Master of Circular Economy

Enrolment applications must be submitted no later than June 1st at 23:59 prior to the academic year.

Application after June 1st is still possible for EU students until no later than 23:59 on August 15th prior to the new academic year. This only applies until the enrolment quota of the degree course has been reached. Applications submitted after August 15th are considered interim applications. See section 1.3 for further details.

Applicant from a country outside the EU

An applicant from outside the EU can only apply via Studielink no later than 23:59 CEST on 1 June prior to the 2024-2025 academic year. This is due to the visa procedure.

1.3 Enrolment

An interim enrolment is an enrolment with a start date other than 1 September.

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.

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.

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

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.

1.4 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

1.5 Application as external student

Enrolment as an external student is only possible when the dean deems that it will not compromise the nature or interest of the education. An external student 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.

1.6 Application withdrawal

Application withdrawal by applicant

If the applicant is not willing or able to start the programme, they can withdraw their application via Studielink (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.

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

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 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.

2 EDUCATION REQUIREMENTS

2.1 Education requirements for degree course Master of Circular Economy

The applicant must have at least one of the following degree certificates:

- Bachelor of Science degree certificate in Engineering (preferable added with business management courses and/or a minor in that field) from an university of applied sciences or an university
- Bachelor of Science degree certificate in either Finance or in Business Economics from an university of applied sciences or an university
- Bachelor of Business Administration degree certificate equal or similar to the HAN degree course International Business from an university of applied sciences or an university
- Master degree certificate from an university of applied sciences or university of a course equal or similar to the Bachelor degrees mentioned above

2.2 Sufficient language proficiency

English-taught degree course

The degree courses Master Circular Economy is offered in English. The applicant can demonstrate that their English is sufficient to successfully follow the degree course by:

- IELTS score of at least 6.5; 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.

Exemption

Based upon the educational back ground an applicant can be exempted from the English proficiency proof.

Applicants with a Bachelor of Business Administration degree certificate equal or similar to the HAN degree course International Business from an university of applied sciences or an university, are exempted in any way.

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

3 ADMISSION TO THE MASTER PROGRAMME

3.1 Capacity limitation (enrolment quota)

The Master of Circular Economy has a maximum number of students who can be enrolled in the programme each year.

The maximum number of students and the practical information are given on the web pages of the relevant degree programmes, which can be found at www.han.nl.

3.2 Procedure

As places for this program are limited, a selection procedure is part of the admission process. Next to education requirements and the language proficiency, each applicant has to submit the following documents:

- CV
- Motivation letter for the Master programme

In the first phase of the admission process a pre-selection of all applicants is made. This pre-selection is based upon prior education and the information from the CV and the motivation letter. Applicants will be informed whether they have been pre-selected. In the second phase all pre-selected applicants will have one or more (online) interview(s). Based upon the pre-selected criteria and information from the (online) interview(s), applicants will be informed whether they have been admitted to the degree course.

4 TUITION FEES

4.1 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.

4.2 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, Liechtenstein 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.³

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.⁴
- 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).

4.3 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.

³So no associate degree certificate if they enroll for an associate degree course, no bachelor degree certificate if they enroll for an associate degree course or bachelor course and no master degree certificate if they enroll for a master course. Furthermore, the applicant may not have earned a bachelor or master degree certificate if they enroll in an associate degree course.

⁴The 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'.

4.4 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.

4.5 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).⁵

4.6 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.
- 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.

⁵Information 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>.

4.7 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 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 Proof of Paid Tuition Fees to another educational institute, that 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.

5 RE-ENROLMENT AND TERMINATION OF ENROLMENT

5.8 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).⁶

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.

5.9 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 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;
 - 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 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.

⁶ A student who does not wish to be re-enrolled, should arrange this via Studielink (see the step-by-step plan '[Do not re-enroll](#)'). By doing so the student avoids repeated notices, reminders etc.

6 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 \(han.nl\)](#).

OPEN UP
NEW **HAN_** UNIVERSITY
OF APPLIED SCIENCES
HORIZONS.