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# HU Enrolment Regulations 2024-2025

<b>1</b>	<b>INTRODUCTION</b>	<b>4</b>
<b>2</b>	<b>DEFINITIONS</b>	<b>5</b>
Article 1	Definitions .....	5
<b>3</b>	<b>GENERAL PROVISIONS</b>	<b>8</b>
Article 2	Statutory basis .....	8
Article 3	Scope and mandate .....	8
Article 4	Publication and Communication .....	8
<b>4</b>	<b>ENROLMENT PROCEDURE</b>	<b>9</b>
Article 5	Enrolment for the first year of an Associate's degree programme or for the propaedeutic phase of a bachelor's degree programme.....	9
Article 6	Participation in further programme selection activities .....	11
<b>5</b>	<b>ENROLMENT PROCEDURE</b>	<b>12</b>
Article 7	General requirements.....	12
Article 7a	Part-time Flexibilisation.....	14
Article 7aa	Enrolment as from 1 February .....	15
<b>6</b>	<b>ENROLMENT REQUIREMENTS</b>	<b>17</b>
Article 9	Enrolment in Post-initial Master's Degree Programme .....	17
<b>7</b>	<b>EDUCATIONAL ADMISSION REQUIREMENTS FOR BACHELOR'S DEGREE PROGRAMMES AND ASSOCIATE DEGREES</b>	<b>18</b>
Article 10	Educational Admission Requirements Bachelor's Degree Programmes and Ad Programmes.....	18
Article 11	Admission Test .....	20
Article 12	Further Educational Admission Requirements.....	21
Article 13	Additional Requirements.....	22
Article 14	Enrolment for a Main Subject or Specialisation .....	22
Article 15	Educational Admission Requirements for Enrolment in the Main Phase .....	22
<b>8</b>	<b>EDUCATIONAL ADMISSION REQUIREMENTS MASTER'S DEGREE PROGRAMMES</b>	<b>24</b>
Article 16	Education Admission Requirements for Master's Degree Programmes .....	24
Article 17	Admission Requirements for Master's Degree Programmes .....	24
<b>9</b>	<b>PROOF OF ADMISSION</b>	<b>25</b>
Article 18	Scope Chapter 9.....	25
Article 19	Labour-Market Related Quota and Teaching Capacity of University of Applied Sciences. ....	25
Article 20	Selection and lottery .....	25
Article 21	Other Proof of Admission.....	26
<b>10</b>	<b>TUITION AND EXAMINATION FEES</b>	<b>27</b>
Article 22	Tuition Fee Amounts.....	27
Article 23	Payment of Tuition Fees .....	27
Article 24	Exemption and Deduction of Tuition Fees.....	27
Article 25	Repayment of Tuition Fees.....	28
Article 26	Examination Fees .....	29
<b>11</b>	<b>CANCELLATION, REFUSAL AND TERMINATION OF ENROLMENT</b>	<b>30</b>
Article 27	Refusal of Enrolment .....	30
Article 28	Cancellation of enrolment .....	30
Article 29	Termination on Request .....	30
Article 30	Termination after Binding Study Recommendation .....	31
Article 31	Withdrawal and Termination of Enrolment by the University of Applied Sciences.....	31
Article 32	Termination by Operation of Law.....	32
Article 33	Payment Obligation upon Termination of Enrolment .....	32
<b>12</b>	<b>FINAL PROVISIONS</b>	<b>33</b>
Article 34	Penalty Clauses.....	33
Article 35	Hardship clause and Unforeseen Circumstances.....	33
Article 36	Entry into Force .....	33
Article 37	Evaluation.....	33

**Twenty-sixth amended version adopted by the Executive Board 18 March 2024 with the consent of the University Council on 19 March 2024.**

**This amended version shall enter into force on 1 September 2025.**

**(The rules contained in these regulations therefore apply to enrolment for academic year 25-26)**

**Previous version:**

**Twenty-sixth amended version: BV/JZ/24.003**

**adopted by the Executive Board on 2 April 2024 with the consent of the University Council on 22 May 2024.**

### 1 INTRODUCTION

The HU Enrolment Regulations are adopted by the Executive Board and apply to the funded study programmes of the HU University of Applied Sciences Utrecht. It contains the most important rules about enrolling, deregistering and paying tuition and examination fees as a student or external student. In principle, these regulations do not apply to unfunded study programmes, unless this has been explicitly stated (see, for instance, Article 9). These regulations are based on the regulations contained in the 'WHW' (Wet op het hoger onderwijs en wetenschappelijk Onderzoek/ Higher Education and Scientific Research Act ), as well as on the policies from the university of applied sciences that are based on these regulations.

The HU University of Applied Sciences Utrecht is connected to Studielink. Students should therefore apply and enrol for a RIO (formerly know as CROHO) registered programme via Studielink. Studielink ensures that the student's enrolment details are passed on to the institution and to DUO. However, the institution remains ultimately responsible for the enrolment of the student.

Chapter 7 of the WHW contains the legal requirements for enrolment in a study programme at a university of applied sciences. It also indicates that a university of applied sciences must adopt further procedural rules regarding the enrolment of students and extranei. These further rules are laid down in the HU Enrolment Regulations and form part of the HU Student Charter.

The institute director is authorised to take formal decisions on enrolment and related matters, all within the frameworks of these regulations. This does not apply to decisions for which it is explicitly stated that these shall be made by the Executive Board. In a number of cases, the authority mandated to the institute director is actually exercised by the Enrolment Office or International Office, under the responsibility of the institute director.

The HU Enrolment Regulations state which subjects must or may be regulated further at institute level. This concerns, for example, the determination of substantive criteria (such as admission requirements). In all cases, the institute director remains responsible for the assessment thereof.

Where the HU Enrolment Regulations correspond to the text of the WHW, the relevant article number of the WHW is added in brackets. With a view to readability of the HU Enrolment Regulations, only the most relevant provisions of the WHW have been included.

The various tuition fees can be found via the tuition fee survey:

<https://www.hu.nl/collegegeld-en-betalen>

## 2 DEFINITIONS

### Article 1 Definitions

For the purposes of these regulations, the following definitions shall apply:

1. Associate degree (Ad)  
A HBO programme as referred to in Article 7.8a of the Act, with a study load of at least 120 EC. Upon completion of this course, the student is awarded the degree Associate degree.
2. Bachelor  
A HBO programme as referred to in Articles 7.3 and 7.3a of the Act. Upon completion of this programme, the student is awarded the degree of Bachelor.
3. Abroad:  
For the purposes of these regulations, 'abroad' means outside the borders of the European part of the Dutch kingdom.
4. Examinations Appeals Board:  
An appeal board for interested parties (students, prospective students and extranei) affiliated with the university of applied sciences, as referred to in Section 7.60 of the WHW. The organisation, duties and powers are regulated in the HU Legal Protection for Students Regulations.
5. Executive Board:  
The governing body of the university of applied sciences, which is also the board of the Hogeschool Utrecht Foundation pursuant to Section 10.8 of the WHW, with duties and powers as laid down in the Articles of the Hogeschool Utrecht Foundation.
6. Part-time education/Part-time (study) programme:  
A part-time study programme that is designed in such a way that the student can perform other work in addition to educational activities. Under certain circumstances, specific activities can be classified as courses and the competences acquired in these courses are tested (7.27).
7. Work-study(study) programme:  
A study programme that is designed in such a way that education taken during one or more periods alternates with professional practice in connection to that education. The study programme then consists of an educational component and a professional practice component. Professional practice forms part of the curriculum of the study programme and can therefore result in credits (7.7.2).
8. DUO: Education Executive Agency (Dienst Uitvoering Onderwijs):  
The executive body of the Ministry of Education, Culture and Science.
9. European Economic Area (EEA):  
The EEA includes the following countries: Belgium, Bulgaria, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Croatia, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, The Netherlands, Norway, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Czech Republic and Sweden.
10. Examination board  
A committee set up in accordance with Article 7.12 of the WHW for the purpose of conducting, organising and coordinating and guaranteeing the quality of (interim) examinations of one or more study programmes
11. Examination fee:  
The examination fee determined by the Executive Board for any academic year for those who enrol as extraneus for a programme offered by the university of applied sciences.

12. **Extraneus:**  
A person who, in accordance with Section 7.32 et seq. of the Act, is registered as an *extraneus* at the university of applied sciences. An *extraneus* does not have the right to attend classes, but can take tests and examinations and use certain study facilities.
13. **Disputes committee:**  
The committee as referred to in Section 7.63a of the WHW. Its organisation and powers are laid down in the HU Legal Protection for Students Regulations, which is adopted by the Executive Board.
14. **University of applied sciences:**  
The HU University of Applied Sciences Utrecht, maintained by the Hogeschool Utrecht Foundation.
15. **Main phase:**  
The post-propaedeutic phase of a programme, which is completed with the final examination.
16. **HU Legal Protection for Students Office:**  
Facility established by the Executive Board, as referred to in Section 7.59a WHW, where students can lodge complaints and appeals, and which ensures forwarding to a competent body.
17. **Institution tuition fees:**  
The tuition fees determined by the Executive Board for any academic year for students enrolled in a programme at the university of applied sciences and who are not eligible for statutory tuition fees under Section 7.45a(1) of the WHW.
18. **Institute:**  
An organisational unit entrusted with the provision of core tasks, in particular with providing for:
  - one or more RIO (formerly know as CROHO)-registered Associate degree or bachelor's degree programmes (full-time/part-time/work-study) and/or;
  - one or more master's degree programmes and/or;
  - post initial courses; and/or
  - commercial activities such as offering courses.
19. **Institute director:**  
The person who manages an institute, with duties and powers as described in the Board and Management Regulations.
20. **Master**  
A HBO education as referred to in Articles 7.3a and 7.3b of the Act. Upon completion of this programme, the student is awarded the degree of Master. See also: education.
21. **The Netherlands:**  
In these regulations, 'the Netherlands' means: within the borders of the European part of the Kingdom of the Netherlands.
22. **Education and Examination Regulations (HU-EER):**  
The regulations for a study programme or group of study programmes, as referred to in Section 7.13 of the WHW. The regulation lays down the most important issues concerning education and examinations for the entire university of applied sciences (EER-HU). Further details are provided at study programme level, in the study guides of the study programmes (available on [Rechten en plichten | Hogeschool Utrecht \(hu.nl\)](https://rechten.en.plichten.hogeschoolutrecht.nl)).
23. **(Study) programme:**  
A coherent set of courses, aimed at achieving well-defined objectives in terms of knowledge, insight and skills that the person completing the programme should have. Programmes have a full-time, part-time or work-study structure (7.3.2).

24. Propaedeutic phase:  
The 60 EC phase preceding the main phase of a programme, which, unless stated otherwise in the study guide of the programme, is completed with a propaedeutic examination (7.8.2).
25. Ratho:  
Regulation on registration and admission of higher education (Ratho), as published in Staatsblad 2014, number 11514, including subsequent amendments and additions.
26. Register of Institutions and Education (RIO)  
RIO is the successor of the CROHO and is a national register in which educational institutions record their own educational offerings, the way in which they are organized and contact details. DUO and other accrediting organisations record accreditations and licences in RIO. In this register you can find all important information about educational institutions and study programmes.
27. Student:  
The person who, in accordance with Section 7.32 et seq. WHW or other statutory regulations, is enrolled as an HU student (full-time, part-time or work-study).
28. Study guide:  
The information guide for students of one or more programmes, as adopted by the institute director. The study guide is an elaboration and implementation of the EER-HU (see also: Education and Examination Regulations).
29. Academic year:  
The period starting on 1 September and ending on 31 August of the following year, as referred to in Section 1.1. WHW.
30. Studielink:  
The national digital system of all Dutch universities (of applied sciences). Anyone wishing to enrol as a student must submit an online request for (re-)enrolment via Studielink. The student must also use Studielink for the issue of the digital authorisation and to dis-enrol during the academic year or to pass on a change of postal address.
31. Full-time programme:  
A full-time programme is a course of study with a format that does not provide for the performance of any work other than educational activities. Work in the form of work-placements is part of the education programme and therefore counts as an educational activity.
32. WEB:  
The 'Wet Educatie en Beroepsonderwijs' (Adult Education and Vocational Education Act), as published in Bulletin of Acts and Decrees 1995, number 501, including subsequent amendments and additions.
33. Statutory tuition fee:  
The tuition fee determined for an academic year by or pursuant to the WHW for full-time, part-time and work-study students who meet the requirements specified in section 7.45a(1) WHW. The regulations concerning the amount of the statutory tuition fees can be found in Section 7.45 subsection 4 (full-time) or subsection 5 (part-time and work-study) of the WHW.
34. WHW:  
The Higher Education and Scientific Research Act (WHW), as published in the Bulletin of Acts and Decrees 1992 no. 593, including the subsequent supplements and amendments.

## 3 GENERAL PROVISIONS

### Article 2 Statutory basis

1. These HU Enrolment Regulations set out the statutory requirements for enrolment in an HU study programme (see also title 7.2 and 7.3 WHW).
2. In addition, these HU Enrolment Regulations also contain a number of procedural rules concerning the enrolment of students and extranei in HU programmes.
3. These HU Enrolment Regulations form part of the HU Student Charter.

### Article 3 Scope and mandate

1. These HU Enrolment Regulations apply to enrolment in funded HU Associate's, bachelor's and master's degree programmes, unless expressly stated otherwise. These HU Enrolment Regulations do not apply to unfunded study programmes, unless this has been explicitly stated as in example Section 9.
2. Wherever these HU Enrolment Regulations refer to students, this may be taken to mean full-time students, part-time students or work-study students, unless the relevant article or chapter expressly states otherwise.
3. The authority to take decisions on enrolment and withdrawal/termination of enrolment has been delegated to the institute director by the Executive Board. This is only different if the specific article in these HU Enrolment Regulations explicitly states that the Executive Board takes the decision.

### Article 4 Publication and Communication

1. The HU Enrolment Regulations are published in good time, thus before the start of the academic year on EENHU and on [www.reglementen.hu.nl](http://www.reglementen.hu.nl).
2. Decisions relating to the programme selection check, decentralised selection, enrolment and dis-enrolment and other communications prior to enrolment as a student are sent digitally from the Enrolment Office to the e-mail address provided by the (prospective) student in Studielink. From the moment the student is enrolled, HU communicates to the student's e-mail account. The (prospective) student is responsible for ensuring that these e-mail addresses can be reached and are checked regularly. The (prospective) student is also expected to check the spam box (unwanted mail) on a regular basis, because it cannot be excluded that e-mails from the HU end up in the spam box.



## 4 ENROLMENT PROCEDURE

### Article 5 Enrolment for the first year of an Associate's degree<sup>1</sup> programme or for the propaedeutic phase of a bachelor's degree programme

1. This Article applies exclusively to the first<sup>2</sup> enrolment for the first year of an Ad programme or the propaedeutic phase of a bachelor's degree programme. You can only be enrolled as a student for these programmes if you have met the requirements set out in this article. If you have met these requirements, you have a "right to be admitted", but in order to actually be enrolled, you must also meet all other (procedural) registration conditions included in this regulation.
2. This Article does not apply to programmes that have a decentralised selection procedure, with the exception of paragraph 12, which does apply. (see also Article 20 of these regulations). This article also does not apply if you want to enrol at the university of applied sciences and you have a non-EEA nationality and you need a "Residence permit for study" to study in the Netherlands, see article 7 paragraph 9 of these regulations.
3. The 'Programme Selection Check' of the university of applied sciences consists of a digital intake, a programme selection activity (matching) in the form of a matching day or programme selection consultation (physical or online) and a programme selection recommendation.

The Programme Selection Check can be offered in a (digital) form which is such that physical presence is not necessary.

If you have participated in an (online) matching day or in an (online) programme selection consultation, you are entitled to a substantiated programme selection recommendation.

4. If you want to enrol for the full-time variant of a bachelor's degree or Ad programme and you are living in the Netherlands at the moment of your enrolment, you must enrol with the university of applied sciences via Studielink no later than on 1 May prior to the relevant academic year. (7.31a.1)<sup>3</sup>

You have the right to be admitted if you have completed the digital intake no later than 1 June and you have subsequently participated in the programme selection activity (matching).

If you have not returned the digital intake on time, you will no longer be entitled to participate in a programme selection activity (matching) or to receive a programme selection recommendation. This also means that your right to admission will lapse and you will no longer be able to enrol for the relevant programme. (7.31b)

5. If you want to enrol for the full-time variant of a bachelor's degree or Ad programme and you live abroad at the moment of enrolment, you must enrol with the university of applied sciences via Studielink before 1 September.

You have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September. You may participate in a programme selection activity (matching), but this is not compulsory.

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<sup>1</sup> An Ad programme does not have a propaedeutic phase; the first year of an Ad programme refers to the first 60 EC.

<sup>2</sup> If a student dis-enrols prematurely and then re-enrols in a subsequent academic year, this is also regarded as a first enrolment and not as a re-enrolment.

<sup>3</sup> If there are still opportunities to be enrolled for a programme in case of an application after 1 May, this is stated on the website of the study programme concerned, together with the applicable conditions.

6. If you want to enrol for the work-study variant of a bachelor's degree or Ad programme and you are living in the Netherlands at the moment of enrolment, you must enrol with the university of applied sciences via Studielink before 1 September.

You have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September and you have participated in the programme selection activity (matching) if this was still offered according to the regular programme.

7. If you want to enrol for the work-study variant of a bachelor's degree or Ad programme and you live abroad at the moment of enrolment, you must enrol with the university of applied sciences via Studielink before 1 September.

You have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September and you have participated in the programme selection activity (matching) if this was still offered according to the regular programme.

8. If you want to enrol for the regular part-time variant of a bachelor's degree or Ad programme, you must enrol with the university of applied sciences via Studielink before 1 September<sup>4</sup>.

In order to be admitted, it is not compulsory to take part in the programme selection check.

If you have applied no later than on 1 May, you can request to take part in the study programme selection activity (matching).

If you applied after 1 May you can also request a programme selection activity (matching), but in that case it is up to the institute to decide whether this can still be provided.

9. If you want to enrol for a part-time variant of a bachelor's degree or Ad programme that forms part of the Flexibilisation part-time (see Article 7a), you must enrol with the university of applied sciences via Studielink.

The number of starting dates may vary per programme. The starting dates for the relevant study programmes as well as the application deadlines are set out on the website and in the study guide of the study programme concerned.

After your application, you will receive a digital intake and an invitation for a programme selection activity (matching).

In order to be admitted, it is not compulsory to return the digital intake or to participate in the programme selection activity.

10. If you have applied for a part-time or work-study variant, you cannot transfer to the full-time variant of the study programme per 1 September. However, this is possible during the academic year (i.e. after the regular start date of the programme). For the possibilities of an interim transfer to another variant of the study programme, see Article 25, paragraph 2.

11. If you can demonstrate that you were enrolled in another funded higher professional education or university programme<sup>5</sup> prior to the academic year for which you want to enrol, you can enrol for a programme with the university of applied sciences via Studielink before 1 September.

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<sup>4</sup> In the case of an enrolment in a regular part-time variant of a bachelor's degree or Ad programme, the institute director may allow enrolment until 30 September pursuant to Article 7(7).

<sup>5</sup> This also applies if you have to change programmes because you have received a negative binding study advice.

Also if you have applied after 1 May, you have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September and you have participated in the programme selection activity (matching) if this was still offered according to the regular programme (i.a.. 7.31a.5).

12. If you have registered in time<sup>6</sup> via Studielink with a university of applied sciences for the propaedeutic phase or equivalent phase of a programme, but you want to choose another programme, you must enrol for another programme with the university of applied sciences via Studielink before 1 September.

You have the right to be admitted if you have completed and returned the digital intake within 1 month after it was sent to you, but no later than on 15 September and you have participated in the programme selection activity (matching) if this was still offered according to the regular programme. (7.31c).

### Article 6 Participation in further programme selection activities

1. If participation in the programme selection activity is compulsory on the grounds of Article 5, you can only be enrolled if the programme has established that you have fulfilled the participation obligation.
2. Information on how to complete the 'Programme Selection Check' is provided on the website [www.studiekeuze.hu.nl](http://www.studiekeuze.hu.nl) under practical information of the programme concerned<sup>7</sup>.
3. After you have applied, you will be invited in good time via the e-mail address provided in Studielink or by telephone to take part in the programme selection activity.
4. You are obliged to cancel as soon as possible, and in any case before the start of the programme selection activity, if you are unable to take part in the programme selection activity. If you are unable to cancel in due time because of special circumstances, please report this as soon as possible.

Appendix 2 of these regulations describes what constitutes a valid reason, in the form of a special circumstance.

5. The institute director will assess whether a valid reason indeed exists, in the form of a special circumstance, which prevents participation in/timely cancellation for the programme selection activity. If that is the case, you will be invited to the next study choice activity and you are obliged to participate in it.

If a programme selection activity is no longer available, the institute director will grant you exemption from the obligation to participate in the programme selection activity as referred to in paragraph 1 of this Article.

You may be asked to provide proof of the special circumstances in which you are appealing.

6. If you do not participate in the programme selection activity without a valid reason and/or do not cancel in time, your right to admission to the study programme will lapse and your enrolment application will be rejected.

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<sup>6</sup> For a programme with decentralised selection, the student must have applied before 15 January; for other programmes, including programmes with additional admission requirements (Arts Therapy), the student must have applied before 1 May

<sup>7</sup> It is also stipulated whether and how a prospective student can participate in a programme selection activity if this is not compulsory.

## 5 ENROLMENT PROCEDURE

### Article 7 General requirements

1. If you want to make use of education, examination or other facilities within the framework of initial (funded) education<sup>8</sup>, you must be enrolled as a student (7.32.1).
2. If you are enrolled as extraneus, you can take tests and exams and use certain study facilities, but you are not allowed to attend classes.
3. You can enrol for a programme via Studielink. You will only be enrolled once you have applied correctly via Studielink and complied with all procedural rules.
4. Enrolment is effected via Studielink, per programme and for a particular variant (full-time, part-time and work-study). The director of the institute that provides the study programme you have applied for will decide on your enrolment application (7.32.3).
5. When registering for a work-study programme, for the practice of the profession, a three-party civil agreement is entered into between the institute director, you as a student and the company/organisation where the profession is practised. With due observance of the education and examination regulations, this agreement in any event regulates:
  - a. the duration of the agreement and the duration of the period or periods of professional practice;
  - b. the guidance provided to you as a student;
  - c. the qualities in the field of knowledge, insight and skills that you must realise during the period or periods of professional practice and the assessment thereof, and;
  - d. the events in which and the way in which the agreement may be terminated before term (7.7.5).
6. Enrolment in a programme starts on 1 September and runs until 31 August of the following calendar year<sup>9</sup>, unless you are dis-enrolled during this period.
7. If you applied through Studielink after 1 September but before 1 October, the institute director may still grant your enrolment application with effect from 1 September if the following requirements have been met:
  - a. you want to enrol in a master's degree programme or a regular part-time variant of a bachelor's degree programme or Ad programme, and,
  - b. no later than on 30 September, the university can establish that you meet the enrolment requirements.

The institute director may, apart from an individual request, also decide in general to allow enrolment in September for a (variant of a) programme. In these cases, the enrolment is considered as an enrolment for the full academic year and therefore effective as of 1 September.

8. If you wish to enrol after 1 September but do not meet the conditions set out in paragraph 7, your enrolment application will be considered as an application for interim enrolment. The study guide may set out criteria for the approval of an application for interim enrolment.

An interim enrolment starts on the first day of the month following the moment on which it is established that you meet all the enrolment conditions. Unless you indicate that you prefer to be

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<sup>8</sup> Article 9 applies to enrolment for a post-initial master's degree programme.

<sup>9</sup> Exceptions to this are possible, for example if the programme has a different regular starting point (1 February intake and the Flexibilisation Part-time) In that case, registration runs from the regular start moment until 31 August and Then the student must re-register for the programme (re-registration). In the context of the Education and Exam regulations (HU-EER) may be defined differently for a study year. See also Article 30 of these Rules.

enrolled at a later date. Please note that any enrolment always starts on the first day of a month. Retroactive enrolment is not possible<sup>10</sup>.

9. If you have a non-EEA nationality and you need a "Residence permit for study" to study in the Netherlands, there is a deadline of 31 May in all cases.

If you have not applied in time, you cannot be enrolled in the relevant programme at the university of applied sciences.

If you registered before 1 May and you want to participate in the study check, you must complete the digital intake before 1 June. In the digital intake, you can then indicate whether you want to make use of a study choice advice. Participation in a requested study choice advice interview is then mandatory.

If you need a "Temporary Residence Permit" in addition to a "Residence Permit for Study", the file must be complete by 15 June at the latest and the full tuition fees must be paid before 1 July. Issuing a payment authorization is not possible in this case.

If you do not need a "Provisional Residence Permit", the file must be complete by 15 July at the latest and the full tuition fees must be paid before 1 August.

If you already have a "Residence permit for study" at another higher education institution in the Netherlands, but you want to transfer to the university of applied sciences, the file must be complete by 1 August at the latest. It is not possible to issue a payment authorisation in this case.

The file is complete when the following documents have been submitted to the university of applied sciences;

- diploma and list of grades of an admission-granting prior education<sup>11</sup>,
- proof of a language test as referred to in Article 10(6) and (7), and
- the other conditions for applying for a residence permit for study have been met.

If the file is not complete in time, the institute director will decide, in consultation with the International Office, whether the application can still be processed.

10. If you have successfully lodged an appeal against your negative binding study recommendation and/or the institute director's decision to refuse your enrolment application, but the decision on your appeal is taken on or after 30 September of the academic year in question, you may still be enrolled at your request as of 1 September<sup>12</sup> of the academic year<sup>13</sup>. You must then (if you have not done so previously) submit an application for enrolment with effect from 1 September via Studielink within one month of the date of the decision on the appeal. In addition, you must also comply with all enrolment conditions within that period.
11. Every enrolment for a study programme takes place according to the application and enrolment procedure as included in chapters 4 and 5 of these regulations.

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<sup>10</sup> There are 2 exceptions to this.

1. In case of registration as of 1 September if all documents have been received by 30 September at the latest, see art. 7 paragraph 11.
2. If you have been deregistered on the basis of a payment arrears, you have cleared it and want to be re-registered. In that case, the institute director may allow you to be enrolled as of the first of the month in which all enrolment conditions are met.

<sup>11</sup> If the official documents are not yet available before the mentioned deadline, a graduation statement or school certificate of completion of the preparatory education.

<sup>12</sup> Instead of 1 September, it can also be another regular starting moment, e.g. for the 1 February intake (see Article 7a) or the Flexibilisation Part-time (see Article 30 paragraph 3).

<sup>13</sup> Please note; A registration on 1 September that is only made after 1 October will not be funded, but that does not have influence on the tuition fees that the student has to pay.

12. When you apply for enrolment for a programme via Studielink for the first time<sup>14</sup>, your identity and your prior education will be checked centrally. If central checking is not possible, you must submit the following documents to the university of applied sciences:
- a copy of a valid passport or European identity card;
  - a copy of the diploma or certificate as referred to in Article 10 or 16, and, if requested, with the accompanying list of marks<sup>15</sup>.

In addition, you must also submit the following documents:

- if applicable, the proof of admission as referred to in chapter 9;
- the other documents as indicated by the institute director;
- written evidence that the payment obligation, as laid down in chapter 10, has been fulfilled;

And for non-EEA nationals aged 18 years or older also:

- proof (document or written statement) demonstrating the lawfulness of the stay in the Netherlands<sup>16</sup>; or
- proof that you are not residing in the Netherlands on the first day of the study programme for which you are applying for enrolment for the first time;

In principle, the above-mentioned documents must be submitted before the regular start of the programme. Only in the case of a regular<sup>17</sup> (and therefore not an interim) registration as of 1 September or 1 February can the aforementioned documents still be submitted in the month in question.

13. If you want to re-enrol for the same programme, you must submit a request for re-enrolment via Studielink. If you have paid the tuition fees due by 30 September at the latest, or if you have issued a payment authorization for this, the re-enrolment can still take effect on 1 September.

A re-enrolment is an uninterrupted enrolment in the same programme and the same programme variant. All other cases of enrolment are regarded as a first enrolment as referred to in paragraph 11.

Re-enrolment is not possible if you have received a negative binding study recommendation for that programme or for a programme with a common propaedeutic phase (7.8b.5).

14. If your application for enrolment is successful, you will receive a (digital) student card or other proof of enrolment issued by the institute director. This (digital) student card refers to the HU Student's Charter (7.33.2). The HU Student's Charter describes the rights and obligations of students at the university of applied sciences<sup>18</sup>.

### Article 7a Part-time Flexibilisation

In addition to the regular enrolment date of 1 September, a maximum of three start times in the academic year have been set for part-time variants of certain programmes, as of which you can enrol. These start times and any application deadlines are listed on the website and in the prospectus of the programme in question.

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<sup>14</sup> If a student dis-enrols prematurely and then re-enrols in a subsequent academic year, this is also regarded as a first enrolment and not as a re-enrolment.

<sup>15</sup> If it concerns a diploma/certificate, a regular copy suffices, unless a certified copy is explicitly requested;

<sup>16</sup> A student who reaches the age of 18 after enrolling in a programme does not have to undergo a residence status check, unless the student enrolls in a different programme (so-called 'switchers').

<sup>17</sup> And therefore no interim registration with the permission of the institute director.

<sup>18</sup> The Student Charter HU University of Applied Sciences and other important regulations can be found at [Rechten en plichten | Hogeschool Utrecht \(hu.nl\)](https://www.hogeschool-utrecht.nl/rechten-en-plichten).

If you enrol for a start date other than 1 September, you must re-enrol for the programme as from 1 September in order to continue the programme. Your re-enrolment as from 1 September must then again be in compliance with the applicable regulations.

These officially recorded deviating starting times apply as a regular enrolment and not as an interim enrolment as referred to in article 7 paragraph 8.

### Article 7aa Enrolment as from 1 February

1. In addition to the regular starting date of the programme on 1 September, a number of programmes also have a regular starting date on 1 February. On the website and in the study guide of the relevant programmes you can check whether this also applies to the programme you have selected<sup>19</sup>.
2. If you want to enrol for the programme in question before a regular start date of 1 February, you must register at the university of applied sciences via Studielink by 31 January at the latest.

If you have a non-EEA nationality and you need a "Residence permit for study" to study in the Netherlands, a final application deadline of 31 October applies in all cases.

If you have not registered in time, you cannot be enrolled in the relevant programme at the university of applied sciences.

If you need a "Residence Permit for Study" as well as a "Temporary Residence Permit", the file must be complete by 15 November at the latest and the full tuition fees must be paid by 1 December. Issuing a payment authorization is not possible in this case.

If you do not need a "Temporary Residence Permit", the file must be complete by 15 December at the latest and the full tuition fees must be paid before 1 January. Issuing a payment authorization is not possible in this case.

If you already have a "Residence permit for study" at another higher education institution in the Netherlands, but you want to transfer to the university of applied sciences, the file must be complete by 1 January at the latest.

The file is complete when the following documents have been submitted to the university of applied sciences;

- diploma and list of marks of a prior admission education<sup>20</sup>,
- proof of a language test as referred to in Article 10 paragraphs 6 and 7, and
- The other conditions for the application for a residence permit for study purposes have been met.

If the file is not complete in time, the institute director will decide, in consultation with the International Office, whether the application can still be processed (further).

3. If you enrol for the regular starting date of 1 February, your first registration runs from 1 February through 31 August. You must then re-enrol as of 1 September in order to continue the programme. Your re-enrolment as from 1 September must then again be in compliance with the applicable regulations.

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<sup>19</sup> This is therefore a standard starting date and does not refer to the Part-time Flexibilisation of Article 7a.

<sup>20</sup> If the official documents are not yet available before the mentioned deadline, a graduation statement or school certificate of completion of the prior education.

4. If you are enrolling for the first time<sup>21</sup> for the first year of an Ad or the propaedeutic phase of a bachelor's degree programme for the full-time or work-study variant and you are living in the Netherlands at the time of enrolment, you are obliged to return the digital intake no later than 15 February and also to participate in the programme selection activity.

If you live abroad at the time of application, you are obliged to return the digital intake no later than on 15 February and you may participate in the programme selection activity.

If you fulfil these obligations, you have the right to be admitted. If you have participated in the programme selection activity, you are entitled to programme selection recommendation.

If you have not fulfilled the obligations, your right to admission will lapse (7.31b)<sup>22</sup>.

5. The 'Programme Selection Check' of the university of applied sciences consists of a digital intake, a programme selection activity in the form of a matching day or programme selection consultation (physical or online) and a programme selection recommendation.

The Programme Selection Check can be offered in a (digital) form which is such that physical presence is not necessary.

If you have participated in an (online) matching day or in an (online) programme selection consultation, you are entitled to a substantiated programme selection recommendation.

6. You must enrol for the programme concerned in accordance with the application and enrolment procedure as described in this article, article 6 and article 7, with the exception of article 7, paragraph 6, 7 and 8. And where these articles mention 1 and 30 September, they should instead read 1 February and the last day of February.
7. Your enrolment can be cancelled free of charge via Studielink until 31 January.
8. This article does not apply to study programmes for which a selection procedure has been established.

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<sup>21</sup> If a student dis-enrols prematurely and then re-enrols in a subsequent academic year, this is also a first enrolment and not a continued enrolment.

<sup>22</sup> The exceptions as mentioned in article 5 paragraphs 11 and 12 do not apply to an application for an enrolment per 1 February.



## 6 ENROLMENT REQUIREMENTS

### Article 8 Enrolment as extraneus

1. An extraneus is an external student who is allowed to take tests and examinations, but is not entitled to attend educational activities. You can only be enrolled as an extraneus if the Executive Board has determined that enrolment as an extraneus for the study programme in question is permitted. To be enrolled as an extraneus, you must meet the same requirements as for enrolment as a regular student (7.37.1).
3. For certain programmes, as determined by the Executive Board, you may also enrol as an extraneus during the course of the programme. If you have already followed one (or more) module(s) as a paid student (contract education), you can take the test of that module(s) in the regular programme as an extraneus. In that case, your test result will be entered into Osiris. The provisions in Article 7, paragraph 7, then apply to your enrolment. In that case, a refund of the examination fee is applicable. See Article 26 paragraph 7.
4. The other provisions of these regulations also apply to enrolment as an extraneus, unless this is contrary to the special nature of this enrolment or if special regulations apply to enrolment as extraneus.

### Article 9 Enrolment in Post-initial Master's Degree Programme

1. You can enrol in a post-initial master's degree programme<sup>23</sup> if you:
  - a. meet the admission requirements set by the institute. These can be found on the website of the relevant programme and;
  - b. you have concluded a contract with the institute, which at least regulates the payment and possible refund of the course fees and other contributions, and;
  - c. you have applied for the study programme concerned via Studielink in accordance with Article 7 paragraph 11 under a through f of these regulations.
2. Your enrolment must also comply with the rules of procedure established by the institute director, and available on the website of the study programme concerned.
3. If you have successfully been enrolled, you will receive a (digital) student card or other proof of enrolment issued by the institute director.
4. If you wish to re-enrol in the post-initial master's degree programme in question for the following academic year, your application for re-enrolment must be made via Studielink before 1 September of the academic year in question.
5. If your application for (re-)enrolment is refused, you will receive a written decision explaining why your application has been refused and how you can appeal against that decision. The course fee will be refunded in accordance with the provisions set out in the contract (see paragraph 1 sub b).
6. Your enrolment may be withdrawn and/or terminated by the university of applied sciences in accordance with the regulations laid down in Article 31 of these regulations.

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<sup>23</sup> A post-initial master's degree programme is a master's degree programme that is not funded by the government and is offered as contract education. However, this programme is accredited and you can also obtain a degree and title after completion.

## 7 EDUCATIONAL ADMISSION REQUIREMENTS FOR BACHELOR'S DEGREE PROGRAMMES AND ASSOCIATE DEGREES

### Article 10 Educational Admission Requirements Bachelor's Degree Programmes and Ad Programmes

1. You can only be enrolled as a student for the propaedeutic phase of a bachelor's degree programme or for the first year of an Ad programme if you are in possession of:
  - a. a pre-university education diploma, or
  - b. a higher general secondary education diploma, or
  - c. a diploma based on the WEB for a middle management training course<sup>24</sup>, a specialist training course, or a vocational training course designated by ministerial regulation<sup>25</sup>, as referred to in Section 7.24 of the WHW.
2. If you have successfully completed a propaedeutic examination at a university (of applied sciences), or if you have achieved the Ad, Bachelor's or Master's degree, you will be exempt from the educational admission requirement set out in paragraph 1. This exemption also applies if you have access to university education or higher vocational education in a state signatory to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region.
3. If your diploma has been designated by ministerial regulation as being at least equivalent to a certificate as referred to in paragraph 1, the institute director will grant you exemption from the educational admission requirement stipulated in paragraph 1 (7.28.2).

The institute director will also grant an exemption from the prior education requirement set out in paragraph 1 if you have successfully participated in an HBO/WO educational route approved by the Inspectorate of Education under the Civic Integration Act 2021 (with the correct profile) (profile Society, Economics and Information Technology (MEI) or profile Nature, Technology and Health (NTG)). In addition, in order to enrol in a Dutch-language programme, you must also demonstrate that you have mastered the Dutch language at least at Nt2 II B2 level by means of a test as referred to in paragraph 6 of this article. To enrol in an English-taught programme, you must demonstrate that you have a sufficient command of the English language by means of a test as referred to in paragraph 7 of this article.

4. If you have another diploma than those referred to in paragraph 2 or 3 of this Article, the institute director may also exempt you from the educational admission requirements stated in paragraph 1. Condition for this exemption is that the institute director assesses your diploma as being at least equivalent to a diploma as referred to in paragraph 1. The institute director will be advised by the examination board (7.28.2).
5. If you have a diploma as referred to in paragraphs 2, 3 or 4 that was issued outside the Netherlands and you wish to enrol in a Dutch-language programme, the director of the institute can only grant an exemption from the prior education requirement set out in paragraph 1 after the Board of Examiners has been provided with proof of sufficient command of the Dutch language to be able to successfully follow the education and the Board of Examiners has issued a positive recommendation to the director of the institute. (7.28.2) See also paragraph 6 of this Article.

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<sup>24</sup> In this respect, the university waives the right to take a deficiency test for students with a so-called unrelated mbo-4 diploma.

<sup>25</sup> Former mbo-certificates obtained before the WEB entered into force and providing access to higher professional education are equated with these diplomas by virtue of a transitional provision (Section 12.2.1 WEB). Vwo (pre-university)/havo (higher general secondary education) and mbo (senior secondary vocational education) diplomas also include the diplomas as referred to in the laws that apply to the BES islands (Bonaire, St. Eustatius, Saba), and diplomas obtained before 10-10-2010 in (all) the Netherlands Antilles.

You cannot enrol until you have submitted proof of a sufficient command of the Dutch language and the institute director has granted you exemption from the educational admission requirement mentioned in paragraph 1. Therefore, you cannot take any exams or tests earlier (7.28.2).

6. In order to prove that you have sufficient command of the Dutch language, you must have passed the Nt2 II (B2) state examination. So if you have a diploma/certificate from prior education of which the language of instruction is not Dutch, you must submit proof that you have passed the Nt2 II (B2) state examination.

If, in order to enrol in a particular programme, it is not required that you have passed all parts of the Nt2 II (B2) state examination, the study guide and website of the programme in question will state which parts you must have passed in any event<sup>26</sup>.

Exemption from the above requirement is granted on the basis of:

- a. Mbo4, havo or vwo diploma from Suriname;
  - b. Dutch mbo4, havo or vwo diploma or from Curacao, St. Maarten, the BES Islands and Aruba;
  - c. Diplomas from the Dutch-speaking education system in Belgium;
  - d. IB diplomas, provided that Dutch as a Language A (SL or HL) or as Language B at HL was obtained with final mark 4, 5, 6 or 7 respectively;
  - e. EB diplomas with Dutch as a language 1 or 2 (subject to written examinations);
  - f. A certificate Dutch as a Foreign Language, Profile Language Proficiency HO (PTHO) or Profile Academic Language Proficiency (PAT), or the examinations 'Educative Start' or 'Educative Professional';
  - g. The Nt2 II test of the Radboud University, B2 level of the European Framework of Reference;
  - h. An Nt2 II Language Examination from the university of applied sciences obtained before September 2024;
  - i. An admission test in accordance with Article 11 paragraph 1;
  - j. Proof of sufficient command of the Dutch language to be able to follow the education successfully to the satisfaction of the relevant examination committee. (7.28.2)
7. If you have a diploma as referred to in paragraphs 2, 3 or 4 that was issued outside the Netherlands and you want to enrol in an English-taught programme, the institute director can only grant an exemption from the prior education requirement set out in paragraph 1 after the Board of Examiners has been provided with proof of sufficient command of the English language to be able to successfully follow the education and the Board of Examiners has issued a positive recommendation to the institute director.

The HU University of Applied Sciences is bound by the Code of Conduct for International Students. With respect to the English language test, the Code of Conduct stipulates that universities of applied sciences must assess international students by means of one of the following tests: IELTS, TOEFL, Cambridge, Pearson, LanguageCert. An own language test may not be used unless it has been validated by the National Commission, at recommendation from the Research Centre for Examination and Certification (RCEC). For the required scores see the links in Appendix 1.

For the regular language tests as stated in the appendix of Article 5.2 of the Code of Conduct, if these tests are covered with sufficient quality guarantees, it is permitted to use online tests offered by the providers mentioned in Article 5.2 of the Code of Conduct.

Exemption will be granted to students with a diploma/certificate from prior education of which the language of instruction is English, if and insofar as this is included in the list published for this purpose by Nuffic or otherwise formally confirmed by Nuffic.

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<sup>26</sup> The Nt2 II state examination consists of the following four parts: Reading, listening, speaking and writing. A partial certificate can be obtained for each part. If all four parts are passed, the candidate receives the State Exam Nt2 II Diploma.

Exemption will also be granted if a transfer track has been completed within the HU in which the English language proficiency is tested at least at mbo4 completion level.

You cannot enrol until you have submitted proof of your sufficient command of the English language and the institute director has granted you exemption from the educational admission requirement mentioned in section 1. Therefore, you cannot take any exams or tests earlier.

For more information on the English language requirements, please visit the following website: [Language requirements | HU University of Applied Sciences Utrecht \(internationalhu.com\)](https://internationalhu.com)

### Article 11 Admission Test

1. If you do not have a certificate/diploma (or can discuss) that meets the requirements as stated in Article 10 of these regulations and you are twenty-one years of age or older at the moment that the study programme you wish to enrol in starts, the institute director may grant you exemption from the educational admission requirement. This is subject to the condition that you have demonstrated to the examination board or another committee designated by the institute director, by means of an admission test, that you:
  - a. are suitable for the relevant education and
  - b. if you wish to enrol in a study programme of which the language of instruction is Dutch, you have sufficient command of the Dutch language to be able to follow the study programme with successful results<sup>27</sup> (7.29.1); or
  - c. if you wish to enrol in a study programme of which the language of instruction is English, you have sufficient command of the English language to be able to follow the study programme with successful results<sup>28</sup>.

The age limit of twenty-one years can be deviated from, if in a special case<sup>29</sup> no diploma can be presented (7.29.3).

2. If you do not meet the prerequisites(es) laid down in Article 10, or you have a diploma issued outside the Netherlands, but you cannot provide it, the institute director may exempt you from that prerequisites, if you have followed a Bridging Higher Education course offered by the VAVO Lyceum and have completed all of them with a pass and have passed the State Examination Nt2 II B2 level.
3. If you have a diploma which was issued outside the Netherlands, and gives access to a higher education programme in the country concerned but not in the Netherlands (and is therefore covered by the exceptions mentioned in Article 10), the institute director may decide that you may participate in the admission test as referred to in paragraph 1, even if you are younger than twenty-one (7.29 subsection 3).

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<sup>27</sup> The admission test includes a multicultural capabilities test and is conducted in Dutch (for admission to a programme of which the language of instruction is Dutch), therefore sufficient command of the Dutch language is necessary. If a candidate passes the admission test, this demonstrates that he or she has sufficient command of the Dutch language to be able to follow the study programme with successful results.

<sup>28</sup> The admission test includes a multicultural capabilities test and is conducted in English (for admission to a programme of which the language of instruction is English), therefore sufficient command of the English language is necessary. If a candidate passes the admission test, this demonstrates that he or she has sufficient command of the English language to be able to follow the study programme with successful results

<sup>29</sup> One example is refugees, who no longer have their documents.

4. The requirements of the admission test per programme for a specific academic year are determined by or on behalf of the institute director and are announced on the HU-wide website <http://www.toelatingsonderzoek.hu.nl> no later than in November of the preceding academic year. This term may be deviated from for new study programmes, in which case the requirements of the admission test will be announced as soon as possible.

### Article 12 Further Educational Admission Requirements

1. The 'Regeling aanmelding en toelating hoger onderwijs' (hereinafter: Ratho), sets out the subject combination(s) to which the havo (general secondary education) diploma and the vwo (pre-university education) diploma, as referred to in article 10, must relate in order to be able to enrol in a study programme or group of study programmes (7.25.1).

The Ratho may also designate subjects and other programme components that must have been part of the examination to obtain the havo diploma or the vwo diploma mentioned in the first full sentence<sup>30</sup> (7.25.2).

The Ratho may also stipulate that the university board may resolve not to make the further educational admission requirements compulsory for a specific study programme or group of study programmes<sup>31</sup>.

2. The Ratho may stipulate that requirements can be set for the desired diploma of a middle management training course, specialist training course or of a vocational training course designated by ministerial regulation, as referred to in Article 10, in order to be able to enrol in a study programme or a group of study programmes (7.25.4).
3. If you have a diploma or certificate (as referred to in Article 10) that does not meet the requirements referred to in paragraphs 1 and 2 of this Article, the institute director may decide to enrol you after all, subject to the condition that you can demonstrate that you meet comparable requirements in terms of content. You can prove this by means of an additional test conducted by the examination board and/or admissions committee of the institute. After this, the examination board and/or admissions committee advises the institute director who makes a decision on the basis of this advice. With a certificate/testimony from the Boswell Institute or the Central Preliminary Examination Committees (CCVX) of the profile in question, you can be registered immediately.

If your application for enrolment is refused, you will receive a written decision explaining why your application has been refused and how you can appeal against that decision.

You have to fulfil the comparable requirements before the start of the programme (7.25.6). The results of this additional test shall remain valid during a period of six years.

4. In the study guide and on the website of the study programme concerned, the following information shall at least be included:
  - a. the subject combination or subject combinations, the subjects and other programme components referred to in paragraph 1, and/or
  - b. the requirements as stated in paragraph 2 and/or
  - c. the requirements of the additional test referred to in paragraph 3, and
  - d. whether these requirements are mandatory for enrolment or not.

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<sup>30</sup> The required subject combinations, subjects and programme components are included in the 'Regeling nadere vooropleidingseisen hoger onderwijs 2007' (Ratho), Bulletin of Acts and Decrees no. 109 of 11 June 2007, including later amendments.

<sup>31</sup> In order to deviate from the Ratho, the procedure will be carried out through the National Training Consultations (LOO's) and the Association Colleges (VH) must be followed.

5. Have you followed havo or mbo education and do you want to register for the primary education teacher training programme? Then the WHW Implementation Decree stipulates special further educational admission requirements you have to comply with before you can be enrolled. These special further educational admission requirements are tested by means of three national tests which must have been successfully completed in principle before enrolment. Which test(s) you have to pass, and whether you may be eligible for exemption on the basis of your diploma if you have not passed the national tests<sup>32</sup> is set out in the study guide and on the website of the (and/or **elective part**) relevant programme.

### Article 13 Additional Requirements

1. If the practice of the profession or professions for which the study programme prepares or the organisation and set-up of the education programme sets specific requirements with respect to:
  - a. knowledge and skills that are not or not sufficiently part of secondary education and vocational education as referred to in the WEB;
  - b. the characteristics of the student respectively,in connection with the above, requirements can be set by ministerial regulation in addition to the educational admission requirements mentioned in Article 10<sup>33</sup>. The additional requirements are listed in the study guide of the relevant programme (7.26.1).
2. With a view to enrolment in part-time programmes, the study guide of the programme concerned may set requirements with regard to the performance of work activities while following that programme, provided that this work is designated as units of study (7.27).

### Article 14 Enrolment for a Main Subject or Specialisation

If a programme of study has several main subjects or specialisations, the study guide for the relevant institute must indicate whether intake restrictions are applicable. If you do not meet the requirements, it is up to the examination board to decide whether you can still be admitted to the relevant main subject or specialisation (7.9.1).

### Article 15 Educational Admission Requirements for Enrolment in the Main Phase

1. If you want to enrol in the main phase of a bachelor's degree programme, you must have; a certificate of a successfully passed propaedeutic examination of that programme<sup>34</sup>, or of a successfully passed propaedeutic examination which that programme and one or more other programmes have in common (7.30.1).
2. The institute director can exempt you from the requirement referred to in the first paragraph if you have a diploma, whether or not issued in the Netherlands. A condition for this exemption is that the institute director assesses your diploma as demonstrably at least equivalent to a diploma referred to in paragraph 1. The institute director is advised by the Board of Examiners (7.30.2).

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<sup>32</sup> The University of Applied Sciences participates in the 'Experiment bijzondere nadere vooropleidingseisen tot leraar basisonderwijs', which makes it possible for candidates who do not pass the national knowledge tests to be able to enrol despite this, for no more than one year. In the case of re-registration for the second year (and for programmes with a different regular starting point after 12 months), the national knowledge test must still be passed.

<sup>33</sup> See 'Vermande Uitvoeringsvoorschriften' WHW, C.22.

<sup>34</sup> If you have completed the P. of the programme concerned at another institution, it is up to the examination board of the university of applied sciences to decide whether this P. is regarded as equal.

3. If the certificate referred to in the previous paragraph is a certificate issued outside the Netherlands and the language of instruction was Dutch, the institute director may only grant exemption from the educational admission requirement set in paragraph 1 after the examination board has been provided with proof of sufficient command of the Dutch language to be able to follow the education successfully and the examination board has given the institute director a positive study recommendation in this respect (7.30.2). see Article 10 paragraph 6.

It is not possible to enrol as a student in the main phase of a programme without having submitted the aforementioned proof. And thus also not subject to the condition that examinations or parts thereof can be taken after this proof has been provided (7.28.2).

4. If the certificate referred to in the previous paragraph is a certificate issued outside the Netherlands and the language of instruction was English, the institute director may only grant exemption from the educational admission requirement set in paragraph 1 after the examination board has been provided with proof of sufficient command of the English language to be able to follow the education successfully and the examination board has given the institute director a positive study recommendation in this respect (7.30.2)<sup>35</sup>.

It is not possible to enrol as a student for a programme without having submitted the aforementioned proof. And thus also not subject to the condition that examinations or parts thereof can be taken after this proof has been provided (7.28.2).

5. If, based on the previous provisions of this article, you have been granted exemption from taking the propaedeutic exam of that study programme, the proof of this exemption for the enrolment in the main phase of that study programme will be considered equal to the certificate as referred to in paragraph 1. In that event, a propaedeutic certificate is not issued.
6. In anticipation of enrolment as a student in the main phase, in the second and any subsequent years of enrolment, the examination board in principle gives (tacit) permission to students enrolled in the propaedeutic phase to already take one or more tests of the final examination, unless the examination board explicitly decides otherwise (7.30.3).
7. If the institute director is of the opinion that the teaching capacity for the main phase of a study programme, involving a restriction for first enrolment, is not sufficient for unrestricted enrolment, the institute director may deny a request for enrolment in the main phase to those who have not already been enrolled in the study programme concerned in the preceding academic year (7.54).

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<sup>35</sup> See Article 10 paragraph 7.

## 8 EDUCATIONAL ADMISSION REQUIREMENTS MASTER'S DEGREE PROGRAMMES

### Article 16 Education Admission Requirements for Master's Degree Programmes

1. If you want to enrol in a master's degree programme, you must comply with the following; you have:
  - a. a bachelor's degree, obtained at a university (of applied sciences); or
  - b. knowledge, insight and skills at the level of a bachelor's degree obtained at a university (of applied sciences); or
  - c. admission to education provided by a university (of applied sciences) in the country of a party that has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, unless the institute director demonstrates a substantial difference between the foreign qualification and the general admission requirements<sup>36</sup> (7.28.1); and
  - d. if required, meet the qualitative admission requirements<sup>37</sup> set for the programme concerned and described in the study guide of the programme concerned (7.30b).
2. If you want to enrol in a study programme of which the language of instruction is Dutch, and you can demonstrate with a certificate issued outside the Netherlands that you meet the educational admission requirements, the institute director may decide that you will only be exempted from the educational admission requirements mentioned in paragraph 1, after you have submitted proof to the examination board that you have sufficient command of the Dutch language to be able to follow the study programme<sup>38</sup>.
3. If you want to enrol in a study programme of which the language of instruction is English, and you can demonstrate with a certificate issued outside the Netherlands that you meet the educational admission requirements, the institute director may decide that you will only be exempted from the educational admission requirements mentioned in paragraph 1, after you have submitted proof to the examination board that you have sufficient command of the English language to be able to follow the study programme<sup>39</sup>.

### Article 17 Admission Requirements for Master's Degree Programmes

1. If you want to enrol for a master's degree programme, you must obtain a certificate of admission for that programme. The institute director will issue a certificate of admission if:
  - a. you meet the established educational admission requirements and (if applicable) the qualitative admission requirements, and;
  - b. the institute director has set a maximum number of enrolments, which has not yet been exceeded.
2. The certificate of admission, as referred to in the first paragraph, is valid for the academic year following the academic year in which the application for this certificate was submitted, unless the institute director decides otherwise.<sup>40</sup>
3. If you do not meet the admission requirements as referred to in paragraph 1 of this article, but it is reasonably expected that you will be able to do so within a reasonable period of time, you will be offered the opportunity to remedy the shortcoming (7.30 e). However, you can only be enrolled after you have fulfilled all admission requirements.

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<sup>36</sup> The institute director can, for example, demonstrate a significant difference in qualification on the hand of a recommendation from Nuffic.

<sup>37</sup> If qualitative admission requirements are set on the basis of Article 7.30b paragraph 5 WHW, there are at least two.

<sup>38</sup> See Article 10 paragraph 6.

<sup>39</sup> See Article 10 paragraph 7.

<sup>40</sup> For information refer to Article 7: Retroactive enrolment is not possible.



## 9 PROOF OF ADMISSION

### Article 18 Scope Chapter 9

Articles 19 and 20 of this chapter do not apply to enrolment as extraneus.

### Article 19 Labour-Market Related Quota and Teaching Capacity of University of Applied Sciences.

1. When the first enrolment for the propaedeutic phase of a study programme is restricted based on the needs of the labour market by means of a ministerial regulation, or for reasons of available teaching capacity at the university of applied sciences, you can only be enrolled if you have received proof of admission via Studielink (on behalf of the university of applied sciences and for the study programme in question) and you have accepted this within two weeks (7.53 et seq.).
2. A certificate of admission refers to the academic year you have applied for.
3. If you dis-enrol from a study programme with a limited capacity after a first enrolment, or if your enrolment is terminated on other grounds, you will only be able to re-enrol for the propaedeutic phase in the situation referred to in Article 20, paragraph 6 of these regulations.

### Article 20 Selection and lottery

1. For programmes with an admission restriction as referred to above, the Executive Board determines for each programme whether a selection will be applied and the number of available training places.
2. If you want to take part in the selection, you must have applied via Studielink no later than on 15 January for the right variant. Requests for changes of variant after 15 January are in principle not possible.
3. Students are selected on the basis of at least two qualitative selection criteria. The selection may also include a draw component. The programmes to which this applies will state this on the website in good time.
4. The Selectionregulation will be published in good time on the website of the programme, In any case, the following topics are recorded:
  - a. the selection criteria;
  - b. the selection procedure (at least 2 qualitative selection criteria, (un)weighted draw or a combination thereof);
  - c. rules of an administrative nature;
  - d. the number of places available as referred to in paragraph 1;
  - e. the number of times you may participate in the decentralised selection (in any case no more than 3 times) and in what cases and in what way a selection attempt may be cancelled (7.53);
  - f. how to participate in the selection if you live abroad on the reference date of 15 January;
  - g. how to apply for a facility in connection with a functional impairment or chronic illness<sup>41</sup> and what facilities can be provided;
  - h. the procedure in the event that special circumstances<sup>42</sup> prevent you from taking part in (part of) the decentralised selection.
5. If the number of applications does not exceed the number of available study places, no decentralised selection will take place. In that case, you will automatically receive a placement

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<sup>41</sup> The study programme may also provide other facilities, provided that these are then also offered during the study programme and subject to the same conditions.

<sup>42</sup> Special circumstances shall be assessed in accordance with Appendix 2 of these regulations.

certificate via Studielink as a result of your registration. In order to register for the relevant programme, you must accept this placement certificate within 2 weeks via Studielink and also meet the other registration conditions.

6. If you were enrolled for the propaedeutic phase of a study programme for which an admission restriction applies and you dis-enrol prematurely after a first enrolment (with proof of admission), you can only be re-enrolled for that study programme if you:
  - a. have a positive, suspended or urgent study recommendation, or;
  - b. you have dis-enrolled before the date of the study recommendation and thus have not receive a study recommendation. But in that event you need the permission of the institute director. The institute director may decide to grant permission on the basis of a statement from the student counsellor confirming that you have dis-enrolled prematurely on his advice due to special circumstances as referred to in Article 5 paragraph 4 of the HU-EER.

### **Article 21 Other Proof of Admission**

You can only be enrolled for a master's degree programme if you have submitted a proof of admission issued by the institute director, as referred to in Article 17 (7.30b in conjunction with 7.30a).

## 10 TUITION AND EXAMINATION FEES

### Article 22 Tuition Fee Amounts

If you are enrolled as a student (full-time, part-time or work-study), you must pay tuition fees. The tuition fee amount is determined annually per academic year, based on the law (statutory tuition fee) or by the Executive Board (institution tuition fees) (7.43, 7.45, 7.45a and 7.46).

The amounts of the various tuition fees can be found via the tuition fee survey:

<https://www.hu.nl/collegegeld-en-betalen>.

The tuition fees to be paid are determined on the basis of the WHW and relating laws and regulations. You can check this via the tuition fee survey.

### Article 23 Payment of Tuition Fees

1. You must pay the tuition fees before the start of an academic year, by;
  - a. payment of the full amount in one instalment; or
  - b. by issuing a direct debit mandate for the entire amount in one payment; or
  - c. by issuing a guaranteed direct debit authorisation for payment in instalments. Tuition fees are paid in equal parts in the months: September, October, November, December, January, February, March, April, May and June.
2. The tuition fee must be paid by or on behalf of you, the student. If someone else pays for you, you must agree to this via Studielink or expressly in writing. If someone else pays for you, paragraph 1 also applies, but instead of a direct debit authorisation, a written statement guaranteeing payment of tuition fees may also be submitted.
3. You can also ask the University of Applied Sciences to agree to payment in at least five instalments (7.47.1).
4. Payment, or compensation, of the student's tuition fees by the university of applied science from the central government grant is not permitted (2.9.1 and 7.48.5).
5. As long as the tuition fees due has not been paid in full by or on behalf of you, you may be denied participation in the education programme, the use of education facilities and/or access to the premises of the University of Applied Sciences are refused. Your enrolment may also be terminated or your re-enrolment refused (see Article 27 paragraph 3 and Article 31 paragraph 4).

### Article 24 Exemption and Deduction of Tuition Fees

1. If you:
  - a. are already enrolled as a student at the university of applied sciences, a university or another university of applied sciences for an academic year at the (reduced) statutory tuition fee<sup>43</sup> or owe tuition or course fees as a student for that academic year; and
  - b. you wish to be enrolled, either in addition or instead, in the same academic year at the university of applied sciences, as a student for a second programme at (reduced) statutory tuition fees; and
  - c. you owe a higher tuition fee for your second enrolment at the university of applied sciences than the tuition, school or course fees already due and paid;

then the tuition fee you must pay for your second enrolment at the university of applied sciences for that academic year is equal to the difference between the amount already paid, which can be demonstrated in writing, and the higher tuition fee referred to.

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<sup>43</sup> This means that no settlement will take place if an institution tuition fee is payable for enrolment outside the Utrecht University of Applied Sciences.

If the tuition fee due for the second enrolment is equal to or less than the amount already paid (or to be paid) for the first enrolment, you will be exempt from paying tuition fees for the second enrolment (7.48).

2. If you:
  - a. are already enrolled as a student at the university of applied sciences and are paying institutional tuition fees; and
  - b. wish to be enrolled, either in addition or instead, in the same academic year at the university of applied sciences as a student for a second programme; and
  - c. owe a higher tuition fee for your second enrolment at the university of applied sciences than the institution tuition fee already due;

then the tuition fee you must pay for your second enrolment at the university of applied sciences for that academic year is equal to the difference between the amount already paid, which can be demonstrated in writing, and the tuition fee for the second enrolment.

If the tuition fee due for the second enrolment is equal to or less than the amount already paid (or to be paid) for the first enrolment, you will be exempt from paying tuition fees for the second enrolment (7.48).

3. The regulations in Articles 1 and 2 do not apply if you are allowed to pay the (reduced) statutory tuition fee due to the exception in article 2.3 of the WHW Implementation Decree. This exception means that you may pay the (reduced) statutory tuition fee for your second programme, because you have not previously completed a programme in the field of education or healthcare<sup>44</sup>.
4. If you are enrolled as a student in the course of an academic year, subject to paragraphs 1 and 2, you must pay the same tuition fees as those who enrolled for that academic year on 1 September, but reduced by one twelfth for each month you were not enrolled (7.48.).
5. Paragraph 4 also applies if you were enrolled in a programme and you were dis-enrolled at your own request during the academic year on the grounds of Article 29.1 and you were subsequently re-enrolled in a programme in the course of that same academic year (7.48.).
6. If you are enrolled for an academic year and are paying institutional tuition fees at another university of applied sciences that participates in the KOM project<sup>45</sup> and you enrol for a programme at the university of applied sciences with the sole purpose of taking a minor for which the first institution settles the costs with Utrecht University of Applied Sciences. In this case, the preceding paragraphs of this Article do not apply, but you will be exempt from paying the institutional tuition fees for your second enrolment at the university of applied sciences.
7. If you are entitled to a year of 'kosteloos besturen' (free board year) under the Profiling Fund ('kosteloos besturen'), you may be exempted from paying statutory tuition fees at the Utrecht University of Applied Sciences once and for a maximum period of one academic year. For the applicable requirements, see the Profiling Fund (Free Board Year) at [Rechten en plichten | Hogeschool Utrecht \(hu.nl\)](#)

### Article 25 Repayment of Tuition Fees

1. Refund or reduction of tuition fees is only allowed in the event of (7.48.5):
  - a. Article 27; if an institute director refuses to enrol a student;

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<sup>44</sup> Someone who is allowed to study whilst paying statutory tuition fees because it concerns a second programme in the field of education or healthcare and the first degree was obtained outside this field, is not allowed to offset these statutory tuition fees against a simultaneous (third or subsequent) programme.

<sup>45</sup> KOM means 'Kies op Maat' ('Select Customised').

- b. Article 28; if a student cancels his enrolment in time;
  - c. Article 29; if the enrolment is terminated at the student's request;
  - d. Article 31; if the enrolment is terminated at the request of the university of applied sciences;
  - e. Section 7.46(4) of the WHW; if the difference between the institutional and statutory tuition fees must be settled;
  - f. Article 32(1) sub b, if the enrolment is terminated by the death of the student.
2. If you request to transfer from a full-time study programme to a part-time or work-study variant of the same study programme (or vice versa) during the course of an academic year, then will be charged the applicable tuition fees with effect from the change of enrolment and excess amounts paid will be settled insofar as required<sup>46</sup>. This transfer is only possible with the approval of the institute director<sup>47</sup> and shall take effect from the first day of the month following the month in which the transfer request was made.

### Article 26 Examination Fees

1. To enrol as an extraneus, you must pay an examination fee. The amount of the examination fee is determined annually for the coming academic year by the Executive Board (7.44).
2. If, in the course of an academic year, you are enrolled as an extraneus, you must pay examination fee that is equal to the fee paid by those who enrolled for the same academic year on 1 September, with the exception of enrolments as an extraneus for a (variant of a) programme as referred to in Article 8, paragraph 2.
3. The regulations governing reduction, exemption, payment and refund of tuition fees do not apply to examination fees, with the exception of enrolments as an extraneus for a (variant of a) programme as referred to in Article 8, paragraph 2. However, payment by a third party on behalf of the extraneus is possible, provided he/she agrees to this in writing.
4. The examination fee must in all cases be paid by lump sum.
5. As long as the outstanding examination fees have not been paid, no certificate of successful completion of an examination shall be issued to the extraneus. And participation in the tests of the programme will also be refused as well as the use of the facilities of the institute and access to the buildings of the University of Applied Sciences.
6. Payment, or compensation, of the tuition fees of the extraneus by the university of applied science from the central government grant is not permitted (2.9.1).
7. A refund of paid examination fees is only possible if:
  - a. an external student is not enrolled because enrolment is refused;
  - b. cancellation of enrolment before the regular start of the programme has taken place. There will be no refund of examination fees in the event of cancellation after the regular start of the programme;
  - c. in the case of enrolment as an extraneus in a programme (or variant) as referred to in Article 8, paragraph 2, and in the case of dis-enrolment during the academic year, the rules for the refund of statutory tuition fees shall apply accordingly to the refund of examination fees.

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<sup>46</sup> A transfer from a part-time or work-study programme to a full-time programme per 1 September is not possible, see Article 5 paragraph 10.

<sup>47</sup> This is subject to article 7 paragraph 8.

## 11 CANCELLATION, REFUSAL AND TERMINATION OF ENROLMENT

### Article 27 Refusal of Enrolment

1. The institute director will refuse your enrolment if you do not meet the requirements laid down in the WHW. You must in any case meet the requirements set out in Chapters 4 (application procedure), 5 (enrolment procedure) and 6 (enrolment requirements) of these regulations, with the exception of the requirements set out in Article 7b of these regulations (7.37).
2. The institute director may also refuse your enrolment in a programme if:
  - a. there is a well-founded fear that you will abuse your enrolment and the rights attached to it, which will seriously harm the unique nature of the university of applied sciences (7.37.5);
  - b. the university of applied sciences terminated your enrolment in the past on one of the grounds referred to in Articles 30 and 31 of these regulations. If your enrolment has previously been terminated for a specific period, and that period has meanwhile expired, this is no longer a reason for refusing your enrolment;
  - c. you demonstrate by certain behaviour or statements;
    1. unfitness for the practice of one or more professions for which programme provides training; and/or
    2. unsuitability for the practical preparation for the professional practice of the programme concerned; and/or
    3. your enrolment at another institution was refused or terminated for this reason (7.42a). See Article 32 of the HU Student's Charter.
3. If you have any outstanding payment obligations with the university, your enrolment in subsequent years will be denied<sup>48</sup>.
4. If your application is rejected, you will receive a written decision explaining why your enrolment application has been rejected. This decision shall also include how and within what time limit you may lodge an appeal against this decision. If you have already paid tuition fees but your enrolment is refused, the tuition fees already paid will be refunded to you.

### Article 28 Cancellation of enrolment

1. You can cancel your enrolment as a student or extraneus for a programme with a starting date of 1 September free of charge until 1 September via Studielink of the relevant academic year<sup>49</sup>.
2. If you have cancelled your enrolment in time and have already paid tuition fees for that enrolment, these tuition fees will be refunded to you.

### Article 29 Termination on Request

1. You can request to terminate your enrolment via Studielink. The institute director will then terminate your enrolment with effect from the month following the date of your request (7.42.1)<sup>50</sup>. Unless you request a later dis-enrolment, in which case the enrolment will end with effect from the month you have specified.
2. If your enrolment is terminated, any tuition fees already paid will be refunded as follows:

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<sup>48</sup> From 1 September 2010, dis-enrolment is possible in the event of non-payment. In the event of subsequent re-enrolment, the arrears must have been paid.

<sup>49</sup> For registrations with a different regular start moment (1 February intake or **Flexibilisation** Part-time), a registration via Studielink can be cancelled until the set start date..

<sup>50</sup> Students themselves are responsible for their dis-enrolment via Studielink, as well as for discontinuing their student finance and terminating their student travel products with DUO.

- a. If your enrolment is terminated in the course of the academic year, but not with effect from 1 July or 1 August of that year, you will be refunded one twelfth of the tuition fees paid for each month of the academic year during which you are no longer enrolled (7.48.4);
  - b. If your enrolment has ended on 1 July or 1 August of the academic year, no tuition fees will be refunded. An exception to this is if an enrolment is terminated in the event of the student's death. In that case, one-twelfth of the tuition fee will be refunded for each remaining month of the relevant academic year.
3. If, in the academic year in question, you are also enrolled in a second programme at the university of applied sciences or another funded university (of applied sciences) and are exempt from paying tuition fees for the second enrolment, no tuition fees will be refunded if you are dis-enrolled from your first programme at the university of applied sciences (7.48.1).

### Article 30 Termination after Binding Study Recommendation

1. If you have received a negative binding study recommendation<sup>51</sup> that includes a rejection, you will not be able to re-enrol in that programme, or in a programme that has the same propaedeutic exam<sup>52</sup> as the programme in question.
2. If you are enrolled for a study programme on 1 February or later and have received a negative binding study recommendation with a rejection before 1 February of the following academic year, you will be dis-enrolled as from 31 January of that year. A follow-up enrolment for that programme, or for a programme that has the propaedeutic examination in common with the relevant programme, is not possible.
3. If you are enrolled in the framework of the Part-time Flexibilisation as from a different enrolment date (see Article 7a) and you have received a negative binding study recommendation with a rejection, you will be dis-enrolled at the end of that academic year (in this case, an academic year comprises 12 months). A follow-up enrolment for that programme, or for a programme that has the propaedeutic examination in common with the relevant programme, is not possible.

### Article 31 Withdrawal and Termination of Enrolment by the University of Applied Sciences

1. Your enrolment may be withdrawn if you do not respect the objectives of the university of applied sciences. The decision to withdraw your enrolment is taken by the Executive Board, at the recommendation of the institute director. This decision shall be substantiated in writing. This decision shall also include how and within what time limit you may lodge an appeal against this decision. Your enrolment cannot be withdrawn if the programme you are enrolled in is only offered by the university of applied sciences. And because of the withdrawal of your enrolment, you will no longer be able to follow the relevant study programme at another university of applied sciences (7.37.6).
2. Your enrolment can be withdrawn if there is a well-founded fear that you will abuse your enrolment and the rights attached to it, which will seriously harm the unique nature of the university of applied sciences. Your enrolment may also be withdrawn if it is established that you have abused your enrolment and associated rights. The decision to withdraw your enrolment is taken by the Executive Board, at the recommendation of the institute director. This decision shall be substantiated in writing. This decision shall also include how and within what time limit you may lodge an appeal against this decision. (7.37.5).

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<sup>51</sup> No rejection is attached to an urgent negative study recommendation and the student can therefore still enrol again for the study programme concerned. Whether the institute of your programme issues an urgent or a binding study recommendation is recorded in the study guide of the programme concerned.

<sup>52</sup> For an Ad program, this should read: the first period of 60 EC of the program.

3. If you are a non-EEA student, your enrolment will be terminated immediately if it becomes apparent after enrolment, on whatever grounds, that your residence in The Netherlands was not lawful on the first day on which the programme starts and to which the first enrolment pertained (7.32.6).
4. Your enrolment may be terminated if the tuition fee is not paid despite a reminder. The enrolment shall then be terminated with effect from the 2nd month following the first reminder (7.42.2).
5. Your enrolment may be terminated if you are guilty of irregularities in accordance with the provisions of Article 4.12.1 HU-EER (7.12b paragraph 2). This decision is taken by the institute director at the recommendation of the examination board. This decision shall be substantiated in writing. This decision shall also include how and within what time limit you may lodge an appeal against this decision.
6. Your enrolment may be terminated during the academic year on the basis of Article 30 paragraph 4 sub c HU Students' Charter, if you have not complied with the regulations as referred to in Section 7.57h(1) WHW (internal rules and order measures). The decision to terminate your enrolment is taken by the institute director. This decision shall be substantiated in writing. This decision shall also include how and within what time limit you may lodge an appeal against this decision.
7. Your enrolment may be terminated permanently on the grounds of Article 30 paragraph 4 sub d HU Students' Charter, if despite a warning to this effect you violate the rules of order and/or cause serious nuisance (7.57h paragraph 2). The decision to terminate your enrolment is taken by the institute director. This decision shall be substantiated in writing. This decision shall also include how and within what time limit you may lodge an appeal against this decision.
8. If, through your behaviour or remarks, you have demonstrated unfitness for the practice of one or more professions for which the study programme concerned trains you, or unsuitability for the practical preparation for the professional practice of the study programme concerned, the institute director may advise the Executive Board to terminate your enrolment, possibly after having obtained the advice of the examination board and carefully weighing up the interests involved. Further rules of a procedural nature are contained in Article 33 of the HU Student Charter (7.42a).

### **Article 32 Termination by Operation of Law**

Your registration ends automatically (by operation of law):

- a. at the end of an academic year;
- b. due to the death of the student.

### **Article 33 Payment Obligation upon Termination of Enrolment**

The obligation to pay outstanding debts to the University of Applied Sciences does not lapse if the enrolment is terminated.



## **12 FINAL PROVISIONS**

### **Article 34 Penalty Clauses**

1. If you use the educational and/or examination facilities provided by the university of applied sciences you may be expected to prove that you are enrolled in a programme at the university of applied sciences and are therefore entitled to this use (15.4).
2. If you are not enrolled in a programme at the university of applied sciences and yet make use of educational and/or examination facilities, you will owe compensation to the university of applied sciences. The amount of the compensation shall be determined by the Executive Board. The institutional tuition fees for full-time programmes are the guiding principle when participating in a full-time programme, and the part-time and work-study statutory tuition fees when participating in a part-time or work-study programme (15.2).

### **Article 35 Hardship clause and Unforeseen Circumstances**

1. In cases not provided for in these regulations and for which an immediate decision is necessary, or if the strict application of the regulations result in an exceptional case of extreme unfairness, the matter shall be decided by the institute director of the programme where the student is or wishes to be enrolled.

The person concerned shall be notified of the decision without delay.

2. Enrolment shall be effected in accordance with the rules of procedure laid down by the Executive Board. In the event of unforeseen circumstances, the Executive Board is entitled to set further rules with respect to the enrolment procedure. (7.33.1)

### **Article 36 Entry into Force**

1. This amended HU Enrolment Regulations enter into force on 1 September 2025.
2. This regulation may be cited as 'HU Enrolment Regulations'.

### **Article 37 Evaluation**

The Executive Board shall ensure regular evaluation of these regulations. This evaluation shall take place at least once every four years.

## APPENDIX 1 CODE OF CONDUCT INTERNATIONAL STUDENT.

For the Code of Conduct for International Students see:

<https://www.internationalstudy.nl/wp-content/uploads/2023/12/Gedragcode-HO-2024.pdf>

For the annex to Article 5.2 with the overview of the language requirements, see:

[Bijlage-taaltoetsen-Gedragcode-oktober-2024-1.pdf](#)

## APPENDIX 2 Valid Reasons for Not Participating in Programme Selection Activities

### Introduction

There are at least two opportunities per programme to participate in the further programme selection activity; the dates are announced no later than 1 February prior to the year of enrolment.

Article 5 of these regulations lays down the requirements you have to meet. If you do not comply with the obligations, your application will be rejected.

The timely return of the digital intake is a formal obligation. If you fail to do so, your application will be rejected. Any appeal against the refusal of your enrolment because you did not submit the digital intake on time will be assessed on the same criteria as the other obligations for enrolment laid down in the HU Enrolment Regulations<sup>53</sup>.

These criteria do not apply to absences during the programme selection activity (matching). An appeal to special circumstances is, in principle, insufficient reason for not complying with the enrolment obligations, but can be sufficient reason for absence during the programme selection activity (matching). The main thing is that you always cancel if you cannot participate (unless the specific circumstance makes this impossible). If you cancel with a valid reason, you will be given a new opportunity to participate in the programme selection activity (matching). If there is no further opportunity to participate, the programme will offer you an (online) individual-study interview or you will be granted an exemption from participation.

### Procedure for Evaluating Reason for Absence

The institute director will decide whether there is a valid reason for your absence and whether or not you will be given another opportunity to participate in the programme selection activity (matching). The institute director may, if required, seek advice from the student counsellors to determine whether a valid reason exists. The student counsellors will issue the advice in writing. The institute director may deviate from this advice.

### Which Reasons are Substantively Valid and which Not?

- a. Legal
- b. General criteria when examining the reason for cancellation
- c. Additional guidelines from the Student Counselling Service

#### A. Legal

In connection with valid reasons, the Explanatory Memorandum to the 'Wet Kwaliteit in Verscheidenheid' sets out:

*“special or personal circumstances of the prospective student that prevented him/her from participating in the activities. Examples are: special family circumstances or illness, but also the situation that two institutions have organised interviews at two very different locations in the Netherlands on the same day, the prospective student's educational obligations or a public transport strike.” (WP 10140 K-2 page 69)*

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<sup>53</sup> Extensive case law has been developed within HU, see site complaints guide, opinions GAC on enrolment.

Valid reasons<sup>54</sup> as referred to in Section 7.31b(4) WHW are the following:

- a. Participation in an internal examination, test or national examination;
- b. participation in another programme selection check;
- c. illness or childbirth;
- d. physical-, sensory - or functional disorder;
- e. special family circumstances, including the special circumstances of the person with whom you are living together or are in a long-standing LAT relationship;
- f. compulsory participation in an activity related to top-level sport, as referred to in the HU Regulations for Top-Level Sport;
- g. other circumstances which, if the request for exemption from compulsory participation were not to be granted, would - at the discretion of the education manager - lead to an exceptional case of extreme unfairness.

### **B**      *General criteria*

The following criteria apply to the question of whether the special circumstance was also sufficient reason for absence:

- ☐ was the reason mentioned unforeseen?
- ☐ was it force majeure?
- ☐ was there no freedom of choice?
- ☐ were there no possible solutions to get to the matching?
- ☐ can it be proved with objective evidence?

### **C**      *Additional guidelines*

Based on the general special circumstances and the general criteria, the special circumstances can be completed as follows:

#### **Valid reasons:**

- ☐ **Supplement to Sub C, Illness or Childbirth and Sub E, Functional Impairment:**
  - an accident
  - surgery
  - chronic medical conditions intensifying at the time of matching (epileptic fit, migraine attack, for example)
  - temporary unexpected acute illness (hospitalisation, first aid, crisis service)
  - in all cases to be supported by objective evidence
- ☐ **Supplement to Sub E, Special Family Circumstances:**
  - funeral or marriage of relatives or close friends on the day of the matching
  - very recent death of relatives and close friends within one week before the matching
  - special family circumstances that have a major impact on daily life at the time of the matching
  - in all cases to be supported by objective evidence
- ☐ **Supplement to Sub F, Top-Level Sport**
  - match
  - training camp
  - stay abroad for matches / training
  - in all cases to be supported by objective evidence
- ☐ **Supplement to Sub G, Other Circumstances:**

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<sup>54</sup> Insofar as applicable, a connection has been sought with the special circumstances that play a role in the negative binding study recommendation (Article 5 para. 4 HU-EER)

- Calamities and crisis situations outside own sphere of influence, i.e. situations in which 112 / fire brigade / police / crisis service are (or must) be called in
- Severe weather and traffic conditions of a national character, for which an alert has been issued in the respective region(s) (orange or red alert)
- Scheduled appointments that cannot be cancelled, cannot be rescheduled or have disproportionately large negative consequences in the event of cancellation/rescheduling.

Examples:

- obligatory appointment with a municipal authority whereby the authority has indicated that if the appointment is not complied with, eviction / cessation of benefits / etc. will be effected;
- medical appointments with a doctor or care provider which, if cancelled, will lead to discontinuation of treatment or increased waiting time for treatment.
- In all cases to be supported by objective evidence

### **Non-Valid Reasons:**

- ☐ If you do not cancel and/or do not contact and/or do not respond to attempts to contact you from the HU
- ☐ Temporary illness without proof (fever, flu, headache)
- ☐ Events and reports of events that are part of everyday life (birthdays, failing a driving test, being turned down for a job application, etc.)
- ☐ Regular weather and traffic conditions: participants should anticipate possible obstacles
- ☐ Cultural/religious commandments/prohibitions. In principle, this does not constitute a valid reason.
- ☐ Holidays: not valid, unless they were booked before the dates of the matching were known, i.e. before 1 January, and they cannot be rescheduled or cancelled without disproportionate consequences.
- ☐ Course/study abroad: not valid, unless the course/study had already started before the matching dates were known, i.e. before 1 February of the year of intended enrolment, and the study is taking place outside the border regions of the Netherlands
- ☐ Travel expenses for matching