



# **2022-2023 ENROLMENT REGULATIONS\_**

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

Regulations for application, enrolment, re-enrolment and  
termination of enrolment for the 2022-2023 academic year

This document is a translation of parts of the '*Inschrijvingsreglement  
2022-2023 voor de bacheloropleiding Social Work*'.  
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## **INTRODUCTION**

These regulations contain the rules about application, enrolment, re-enrolment, and termination of enrolment for the English track *International Social Work* from the bachelor course Social Work (degree format: full-time) at HAN University of Applied Sciences for the 2022-2023 academic year.

These regulations do not apply to enrolment for post-bachelor courses, training courses and master courses without public funding. This group of applicants can find the rules concerning them in the general terms and conditions for the contract they signed with the relevant post-bachelor degree course, training course or unfunded master course.

## TERMS AND DEFINITIONS AND ABBREVIATIONS

Applicant ( <i>aankomend student</i> )	Someone who is thinking about getting enrolled for a HAN degree course or who has applied but whose enrolment is not yet finalised.
Application ( <i>aanmelding</i> )	An enrolment application for a degree course at HAN.
Dean ( <i>academiedirecteur</i> )	The person who is appointed as such and who directs a HAN school.
Executive Board ( <i>college van bestuur</i> )	The institutional board of HAN.
Tuition fees (statutory tuition fees) ( <i>Collegegeld</i> )	The tuition fees as defined in article 7.43 et seq. of the Higher Education and Research Act, which a student must pay annually.
Entry Assessment Committee ( <i>Commissie toelatingsonderzoek</i> )	Committee that decides (on behalf of the Executive Board) whether an applicant is suitable for the degree course.
DUO	Dienst Uitvoering Onderwijs (education executive agency).
External student ( <i>extraneus</i> )	A person enrolled at HAN as an external student as defined in article 7.36 of the Higher Education and Research Act.
HAN	HAN University of Applied Sciences
Re-enroller ( <i>herinschrijver</i> )	A student who is enrolled or was previously enrolled in a degree course at HAN and is enrolling at HAN again.
Enrolment ( <i>inschrijving</i> )	An enrolment as defined in article 7.32 of the Higher Education and Research Act for a degree course at HAN.
Institutional tuition fees ( <i>instellingscollegegeld</i> )	The tuition fees as defined in article 7.46 of the Higher Education and Research Act for students not eligible for statutory tuition fees. These fees must be paid by the student for each academic year the institutional board enrolls them in a degree course.
Degree course ( <i>opleiding</i> )	The English track from the bachelor course Social Work: International Social Work
Post-propaedeutic phase ( <i>postpropedeutische fase</i> )	The main phase of the bachelor course; the part of the degree course that follows after the final assessment for the propaedeutic phase.
Student	A person enrolled as a student, as defined in article 7.34 of the Higher Education and Research Act, in a degree course at HAN.
Academic year ( <i>studiejaar</i> )	The time period starting on 1 September and ending on 31 August in the following year.
Matching advice ( <i>studiekeuzeadvies</i> )	The advice as defined in article 7.31b, paragraph 3, of the Higher Education and Research Act that an applicant receives after doing the matching programme.
Matching programme ( <i>studiekeuzecheck</i> )	The matching programme in article 7.31b, paragraph 1, of the Higher Education and Research Act, which aims to provide insight into the applicant's suitability for the chosen degree course.
Studielink	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
Higher Education and Research Act ( <i>WHW</i> )	Higher Education and Research Act ( <i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i> ).
WSF2000	Student Finance Act 2000 ( <i>Wet op de studiefinanciering 2000</i> ).

## 1 APPLICATION AND ENROLMENT: GENERAL PROVISIONS

### 1.1 Applying via Studielink

#### Application

Anyone wanting to enrol in an associate degree, bachelor or master course at HAN can apply from 1 October prior to the academic year via Studielink ([www.studielink.nl](http://www.studielink.nl)). A student who wishes to switch degree courses or who wants to start their degree course again after stopping also has to apply via Studielink.

HAN has set the following application deadlines for starting a degree course in September of the next academic year:

Degree course	Application deadline
Bachelor and associate degree, full-time	15 August, 24:00
Bachelor and associate degree, part-time/work-study	31 August, 24:00
Master/Full-time/Part-time/Work-study	31 August, 24:00

#### Applicant from the Netherlands

An applicant with an official Dutch residential address and a Citizen Service Number (BSN) is required to apply in Studielink using a DigiD. An applicant who does not yet have a DigiD is advised to request one in a timely manner. It takes at least five working days before the applicant receives their DigiD.

#### Applicant from a country outside the EU

An applicant with a residential address abroad cannot use DigiD. They still have to apply via Studielink. In that case the applicant has to make a Studielink account using their own email address via the website ([www.studielink.nl](http://www.studielink.nl)). If applicants have any questions, they can contact the Admissions Office at [admission@han.nl](mailto:admission@han.nl).

#### Correspondence and change of personal data

All correspondence concerning application, enrolment, re-enrolment and termination of enrolment must be emailed to the email address linked to the Studielink account. The applicant is responsible for making sure these details are correct. The applicant must make changes to their contact details and/or personal data via Studielink in a timely fashion. After the applicant has met all enrolment and admission requirements, information concerning education will be emailed to the email address linked to the HANaccount.

#### Personal verification

The applicant's personal data will be verified. This can be done in two ways:

- An applicant who lives in the Netherlands logs into Studielink using their DigiD. Based on this, their data is verified in the Personal Records Database (BRP).

- The applicant with an address abroad has to submit a copy of a valid ID (passport or ID card), possibly along with a Dutch residence permit, to the Student Administration Office ([sia@han.nl](mailto:sia@han.nl)).
  - When sending the copy, be sure to block the Citizen Service Number (BSN), also in the number series at the bottom.
  - Write on the copy of the ID that it is a copy.
  - Also specify the party for which the copy is intended.
  - And specify the date on which the copy was issued.

#### International students and checking legitimate residence

An applicant with a non-EER nationality, in accordance with the Aliens Act, must submit a copy of a valid Dutch residence permit and a valid ID to the Student Administration Office ([sia@han.nl](mailto:sia@han.nl)).

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

## **1.2 Application dates**

#### Applying for a bachelor or associate degree course

Enrolment applications for a bachelor course or associate degree course must be submitted no later than on 1 May at 24:00 prior to the academic year.

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

Applicants applying for a degree course with a 1 February intake are also entitled to admittance when they apply no later than 1 May prior to the academic year (provided they meet all the set admission requirements).

Contrary to the provisions above, the dean may, based on considerations of reasonableness and fairness, deviate from negative matching advice in individual cases if there are still places available in the degree course.

Application for a degree course with a 1 February intake can be made until 24:00 on 31 January.

#### Application for a degree course with an enrolment quota

The application dates specified in 1.2 do not apply for a degree course with a Selection & Placement procedure (degree courses with enrolment quotas). For these degree courses, the final application date is 15 January (24:00) prior to the academic year. Application after 15 January is not possible for the propaedeutic phase of a degree course with an enrolment quota.

#### Application dates for a master course

Different application dates may apply for a master course. [www.han.nl/masters](http://www.han.nl/masters). The rules for application for a master course are included in chapter 6.

#### Applicant from a country outside the EU

An applicant from outside the EU has to apply via Studielink no later than 1 June prior to the academic year. This is due to the visa procedure. For application in a degree course starting on 1 February 2023, the applicant must apply no later than 1 November 2022.

### **1.3 Enrolment per 1 September or 1 February**

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

### **1.4 Interim enrolment**

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

Interim enrolment is only possible if the dean deems the study programme feasible with a starting date at the moment it is actually possible for the student to be enrolled. These regulations also apply to interim enrolments and requests for interim enrolment.

#### Matching programme

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

#### Enrolment

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

#### Enrolment applies for the entire academic year

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

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



## **1.5 Application as external student**

Enrolment as an external student is only possible when the dean deems that it will not compromise the nature or interest of the education. An external student is only entitled to take exams and final assessments in the degree course for which they are enrolled and to access the facilities and collections of the institution. An exception is made if the institutional board deems that this conflicts with the nature or interest of the education.

## **1.6 Applications by international students**

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

## **1.7 Guaranteed start**

When the applicant meets all the enrolment obligations and requirements, they are enrolled as a student. If the applicant meets all the enrolment requirements at least 10 working days before the official start of the academic year, they are guaranteed of being enrolled at the start of the academic year and of being able to use all HAN student facilities.

## **1.8 Application withdrawal**

### Application withdrawal by applicant

If the applicant decides they cannot or do not want to start the degree course they have applied for, they can withdraw the application via Studielink ([www.studielink.nl](http://www.studielink.nl)). The withdrawal must be submitted before the first day of the month in which the degree course starts. If they have already received a certificate of paid tuition fees, they must return the certificate to HAN.

If the application was not withdrawn via Studielink before the first day of the month in which the degree course starts, the student will be enrolled provided they meet all the admission and enrolment requirements and will be charged the tuition fees for at least that month.

### Automatic rejection of the application by HAN

If the applicant does not meet the enrolment requirements for the degree course, the enrolment application will automatically be rejected. This also applies for students who still have payment delays

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<sup>2</sup>Applicants can contact the Admissions Office at [admission@han.nl](mailto:admission@han.nl) if they have any questions.

for previous academic years. The applicant will be reminded by HAN several times – at least twice – of obligations that have not yet been met. Applicants will receive reminders through the email address that is linked to the Studielink account. Students who were enrolled in the previous academic year will receive reminders at least through the student email address assigned to them by the HAN. A student may contact the 'Bureau Toelating' if their enrolment is rejected for failing to meet the enrolment requirements and they believe this is a mistake or that they are otherwise not to blame. If the student's failure to meet the enrolment requirements should not be attributed to the student, that student may still be enrolled, provided they now meet the enrolment requirements.

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

### BNSA received in past 3 years

A HAN student who has received a BNSA in the past three years will not be enrolled in the same bachelor course or associate degree course at HAN. This also applies to the degree course(s) with which the degree course has a joint final propaedeutic assessment and to the full-time, part-time and work-study variants.

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

An applicant who, as of the new academic year, wants to be enrolled in a bachelor course or associate degree course *other* than the one for which they received a BNSA, has to apply according to the regular applicable procedure and is required to participate in the matching programme.

### BNSA received over 3 years ago

An applicant who received a BNSA over three years ago for a HAN degree course can apply for the same degree course again. They are required to participate in the matching programme.

### BNSA at another institution

An applicant who has received a BNSA for a degree course at another university or university of applied sciences, and wants to enrol at HAN, has to apply before 15 August. The applicant is required to participate in the matching programme. The outcome of the matching is not binding in this case.

### Application after 15 August due to late BNSA

If the applicant could not apply for the degree course at HAN before 15 August because of the late receipt of the BNSA, application after 15 August is possible provided the dean deems the study

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<sup>3</sup>Applicants can contact the 'Bureau Toelating' if they have questions (toelating@han.nl)

programme to be feasible with a starting date at the moment it is actually possible for the student to be enrolled, also considering the matching programme. In such cases the student is responsible for proving that the late application is the result of a BNSA.

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

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

The applicant must have at least one of the following diplomas to enrol in a bachelor or associate degree course at HAN<sup>4</sup>:

- HAVO
- VWO
- MBO level 4
- Gymnasium A old style
- Gymnasium B old style
- Associate degree certificate
- Bachelor degree certificate from university of applied sciences or university
- Master degree certificate from university of applied sciences or university
- A degree certificate giving access to higher education in a country that has ratified the 'Convention on the Recognition of Qualifications concerning higher education in the European region'.
- A (Dutch or foreign) diploma that has been designated by treaty or by the minister as at least equal to a HAVO diploma.
- A (Dutch or foreign) diploma that is considered at least equal to a HAVO, VWO or MBO diploma, based on a decision by the dean. The dean will base their decision about the foreign diploma on the credential valuation by Nuffic.<sup>5</sup>

#### No diploma

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

### **2.2 Profile and subject requirements**

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

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

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

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<sup>4</sup> VWO/HAVO and MBO diploma also means those diplomas referred to in the laws applicable on the BES islands (Bonaire, St. Eustatius, Saba), and diplomas earned in the Dutch Antilles before 10-10-2010.

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

## 2.4 Additional requirements

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

## 2.5 Sufficient language proficiency

### Dutch-taught degree courses

If the degree certificate or diploma of the prior education was not issued in the Netherlands, the applicant has to show that their Dutch is sufficient to successfully follow the degree course. Applicants can meet this requirement by passing Dutch as a Second Language, programme II.

If the applicant can demonstrate in a different way than above that their Dutch is sufficient, they should contact the 'Bureau Toelating' via [toelating@han.nl](mailto:toelating@han.nl). The 'Bureau Toelating' will then submit the application to the board of examiners for the degree course for which the student has applied. The board of examiners will decide whether the applicant's Dutch is sufficient to successfully follow the degree course. If the applicant can demonstrate that they are unable to meet the language requirement due to circumstances beyond their control, the board of examiners may, in exceptional cases, grant a postponement for meeting the language requirement. If they are granted a postponement, the applicant will be enrolled in the relevant degree course and can participate in education, but cannot yet participate in the exams and modular exams until they have met the language requirement.

### English-taught degree courses

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

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

If you take a TOEFL test, you can ask ETS TOEFL to send us your score directly by using the HAN University of Applied Sciences code: 7832.

## 2.6 21+ entry assessment

An applicant can take the 21+ entry assessment given by the degree course if he or she does not meet the education requirements as defined in [section 2.1](#), has not been exempted from the requirements based on article 7.28 of the Higher Education and Research Act and will be at least 21 years old at the start of the degree course in the year relevant to the application.

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

The entry assessment committee assesses whether the applicant is suitable for the degree course and whether the student demonstrates sufficient Dutch to successfully follow the degree course. In their decision, the committee considers both the requirements and assessment results. If the applicant is found suitable, the dean gives exemption from the education requirements exclusively for the degree course for which the exemption is given.

#### Parts of the 21+ entry assessment

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

#### Exemptions for parts

It is possible to request exemptions for parts of the entry assessment. This request goes through the entry assessment committee. The applicant submits supporting documents with the application. Based on this, the entry assessment committee decides whether to grant an exemption for this part/these parts of the entry assessment.

#### Exception to the age limit of the 21+ entry assessment

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

- The applicant has a refugee status and cannot show an admissible diploma;
- The applicant has a foreign diploma that gives access to an equivalent degree course in the country in which it was issued, but it is not assessed as such by Nuffic<sup>6</sup>; or
- There is a special circumstance due to which the applicant cannot show any diploma (article 7.29 paragraph 3 of the Higher Education and Research Act).

#### Validity of 21+ entry assessment

The HAN entry assessment is valid for the HAN degree course for which it was taken.<sup>7</sup>

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

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<sup>6</sup>See information on credential valuation at [www.nuffic.nl](http://www.nuffic.nl).

<sup>7</sup> If the applicant passes the HAN entry assessment, that assessment can be used to apply for exemptions from parts of the HAN entry assessment for another HAN degree course when enrolling for that HAN degree course.

## **2.7 Employment requirements for part-time degree courses**

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

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

To be enrolled in the main phase (post-propaedeutic phase) of a bachelor course, the student must hold a propaedeutic certificate for the degree course. This can also be a propaedeutic certificate for a joint final assessment for the propaedeutic phase of that bachelor course and one or more other bachelor courses, or a certificate that is (at least) equal to the intended propaedeutic certificate. For a foreign diploma, the regulations of [section 2.1](#) apply.

The board of examiners can give permission for an applicant to be admitted to the main phase without the above-mentioned certificate. In such cases, the board of examiners takes into account the relevant stipulations in the education and examination regulations.

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

## **3 MATCHING PROGRAMME**

### **3.1 Mandatory matching programme prior to enrolment**

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

These provisions for matching do not apply to the following:

- Applicants for the bachelor courses listed in chapter 4 that have an enrolment quota;
- Applicants for the degree courses listed in chapter 5 that have additional requirements;
- Applicants with a diploma from a university of applied sciences, a master degree from a university or university of applied sciences or a propaedeutic certificate from a university;
- Applicants who have previously been enrolled for the propaedeutic phase of the same degree course. They are required to attend an interview with the course coordinator or (senior) student coach before the start of the degree course; The degree course invites applicants to this interview;
- Applicants who were previously enrolled in a degree course with the same final assessment for the propaedeutic phase as the degree course they are now applying for.

To be certain whether the HAN matching programme is required, applicants are advised to check this on the Matching<sup>8</sup> web page.

The HAN matching advice is given two working weeks after participation in the matching programme. This advice may be: positive, negative or tips for further action<sup>9</sup>.

### **3.2 Application by 1 May 2022 or after 1 May 2022**

#### Application no later than 1 May 2022

For those who applied for a degree course at HAN no later than 1 May 2022, participation in the matching programme for the relevant degree course is a requirement of enrolment. An exception to this is the groups referred to in section 3.1. The matching advice is not binding for them.

#### Application after 1 May 2022

For those applying for a degree course at HAN for the first time after 1 May 2022, participation in the matching programme is mandatory. The matching advice is binding for them.

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<sup>8</sup> If the link to the website does not work, you can copy the following url into your browser:

<https://www.han.nl/studeren/voltijd/aanmelden/check-je-keuze/studiekeuzecheck/>

<sup>9</sup> The applicant may, for example, be advised to check something out before starting the degree course, or be warned that it may be difficult because their prior education is not suitable. This does not stand in the way of admission.



#### Change of application after 1 May 2022

For those who apply for the first time for a degree course at HAN no later than 1 May 2022 and who switch their application to a different degree course after 1 May 2022, participation in the matching programme for the latter degree course is mandatory. The matching advice is binding for them.

#### Switching universities of applied sciences after 1 May 2022

Participation in the matching programme is mandatory for those who apply at another university of applied sciences by 1 May 2022 and then apply at HAN after 1 May 2022. The matching advice is not binding for them.

#### Applying after BNSA

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

#### Application for a degree course with a start date of 1 February 2023

When applying for a degree course with a start date of 1 February 2023, the matching programme is required. The matching advice is binding for them if the application was made after 1 May 2022, but is not binding if the application was made before 1 May 2022.

### **3.3 Content and procedure**

The matching programme from the degree course International Social Work includes the following content en procedure:

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

This is followed by the matching programme with the following content and procedure:

1. the applicant will receive an online questionnaire via email about 'orientation and expectations', in which the reflective capacity is appealed to;
2. the applicant will receive an online questionnaire by e-mail that goes deeper into the content of the degree course and the profession;
3. the applicant will receive an invitation for an online interview to investigate/discuss whether the degree course meets your expectations and ambitions.

At the end of all components the applicant will receive an study choice advice.

For more information see:

[Admission into International Social Work \(hanuniversity.com\)](https://www.hanuniversity.com)

No participation in matching programme

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

If the applicant proves that, due to personal circumstances, they cannot participate in the required matching programme on the date set for this, the dean will decide when the applicant needs to participate in the required matching programme and, where necessary, if an alternative form is possible. Personal circumstances are defined as the circumstances summarised in article 2.1 paragraph 1 of the implementation regulations of the 2008 Higher Education and Research Act:

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

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

Applicants from abroad who live at a distance from HAN

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

## 4 BACHELOR COURSES WITH ENROLMENT QUOTA AND DECENTRALISED SELECTION

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

In the 2022-2023 academic year, HAN has the following degree courses with enrolment quotas:

Degree course name
Physiotherapy
Allied Medical Care
Dental Hygiene
Applied Psychology

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

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

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

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

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

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

The deadline for applying for a degree course with an enrolment quota is 24:00 on 15 January 2022.

Application can only be done through Studielink ([www.studielink.nl](http://www.studielink.nl)).

Applying for a degree course with an enrolment quota uses up one of the applicant's selection attempts. If the application for the relevant degree course is withdrawn no later than 24:00 on 15 January 2022, the selection attempt is considered unused.

#### Number of applications per academic year

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

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

If the application for the relevant degree course is withdrawn no later than 24:00 on 15 January 2022, the selection attempt is considered unused.

Maximum of 3 applications for the same degree course

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

An applicant who does not manage to meet the education requirements or language requirement (if applicable) can submit a request to the 'Bureau Toelating' (toelating@han.nl stating name, student number and name of degree course) before 1 October 2022 to cancel their used selection attempt. In that case the participation in the admissions procedure does not count.

Applicant with a propaedeutic certificate

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

An applicant who was previously enrolled in the degree course at HAN, who has not earned the propaedeutic certificate and wishes to enrol again after terminating their enrolment has to participate in the Selection & Placement procedure again.

Applicants who live at a distance from HAN

If the applicant cannot attend the selection day, because the applicant is from the public bodies of Bonaire, Sint Eustatius or Saba or Aruba, Curaçao or Sint Maarten and does not yet have a place of residence in the Netherlands, the dean will decide which alternative can be offered.

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

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

Problems during the application procedure

If the applicant has questions and/or needs help, they should report this (on work days during office hours) to 'Bureau Toelating' before 15 January 2022 at toelating@han.nl.

Elite athlete

An elite athlete cannot receive an exemption for the Selection & Placement procedure.<sup>10</sup>

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

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

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<sup>10</sup>For questions concerning the procedure, elite athletes can send an email to the 'Bureau Toelating' at [toelating@han.nl](mailto:toelating@han.nl). For questions about regulations concerning elite athletes, the applicant can contact one of the HAN elite sport coordinators via the email address: [topsportacademie@han.nl](mailto:topsportacademie@han.nl)

## **5 BACHELOR COURSES WITH ADDITIONAL REQUIREMENTS**

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

Teacher Education in Physical Education (ALO)

Health Care Management

Sports Science

Arts Therapies

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

### **5.1 Admissions procedure**

The matching regulations from section 3.1 do not apply to applicants for a degree course with additional requirements. Instead of matching, applicants have to take part in the Additional Requirements Assessment.

Applications for degree courses with additional requirements must be submitted via Studielink by 1 May 2022.

#### Applicants who live at a distance from HAN

If an applicant cannot attend the Additional Requirements Assessment, because the applicant is from the public bodies of Bonaire, Sint Eustatius or Saba or Aruba, Curaçao or Sint Maarten and does not yet have a place of residence in the Netherlands, the dean will decide which alternative can be offered.

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

The result of the assessment is binding. An applicant can only be enrolled if they pass the HAN Additional Requirements Assessment. The result of the Additional Requirements Assessment is only valid for the relevant degree course at HAN for the academic year for which it was taken.<sup>11</sup> For questions about the Additional Requirements Assessment, applicants can contact 'Bureau Toelating' ([toelating@han.nl](mailto:toelating@han.nl)).

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<sup>11</sup>For questions about the Additional Requirements Assessment, applicants can contact the 'Bureau Toelating' ([toelating@han.nl](mailto:toelating@han.nl)).

## **6 ADMISSION TO A MASTER COURSE**

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

## 7 TUITION FEES

### 7.1 General provisions

Students are required to pay the statutory tuition fees or institutional tuition fees for every academic year that they are enrolled in a degree course. The institutional tuition fees set by HAN will be announced before the start of the academic year.

The applicant can find the amounts they will owe as a student at [www.han.nl/collegegeld](http://www.han.nl/collegegeld).

An applicant who enrolls in a degree course during the academic year will pay one-twelfth of the annual tuition fees applicable to them for each month remaining in the academic year.

### 7.2 Statutory tuition fees

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

- The student is enrolled in a government funded degree course at HAN;
- The student falls in one of the following categories:
  - The student is a national of one of the EU countries, Norway, Switzerland, Iceland, Lichtenstein or Suriname;
  - The student is a family member of an EU citizen living in the Netherlands or
  - The student has a residence permit that makes them eligible for student finance.

At the start of the academic year, the student has not already earned a similar diploma for a government funded degree course in higher education.<sup>12</sup>

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

- they have already earned a (bachelor or master) degree, but are starting a health or education degree course for the first time.<sup>13</sup>
- they started the second degree course during their enrolment for the first degree course and, also after earning the first degree, continued to follow the second degree course without interruption.

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

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<sup>12</sup>So no associate degree certificate if they enrol for an associate degree course, no bachelor degree certificate if they enrol for an associate degree course or bachelor course and no master degree certificate if they enrol for a master course. Furthermore, the applicant may not have earned a bachelor or master degree certificate if they enrol in an associate degree course.

<sup>13</sup>The answer to whether a degree course falls in the category of health or education can be found in the DUO register of degree courses in higher education (CROHO). See the [DUO app](#), or <https://apps.duo.nl/MCROHO/pages/zoeken.jsf>. Enter the BRIN code for HAN, 25KB, or search for 'Hogeschool van Arnhem en Nijmegen', and/or the name of the degree course. After clicking on the right degree course (click on 'details'), an information page appears. The category in which degree course is registered can be found in the section 'Opleiding' under the heading 'Onderdeel'.

### **7.3 Institutional tuition fees**

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

### **7.4 Final assessment fee for external students**

The final assessment fee that external students have to pay is the same as the statutory full-time tuition fees.

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

### **7.5 Lowered statutory tuition fees**

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

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

The tuition fees will not be lowered for students who:

- were already enrolled in a degree course in Dutch higher education before the 2022-2023 academic year;
- are taking a master course;
- are paying institutional tuition fees;
- are participating in the demand-based funding experiment at HAN.

### **7.6 International students**

In addition to payment of tuition fees, students from countries outside the EER have to meet the financial requirements set by the Immigration and Naturalisation Service (the financial guarantee).<sup>14</sup>

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<sup>14</sup>Information about this can be found on [the website for international students of HAN](https://hanuniversity.com/international/en/study-and-living/admissions/residence-visa-info/financial-guarantee/#financial-guarantee) or through the Admissions Office. If the link to the website does not work, copy the following address to your browser: <https://hanuniversity.com/international/en/study-and-living/admissions/residence-visa-info/financial-guarantee/#financial-guarantee>.



## **7.7 Payment of tuition fees and administration costs**

- Tuition fees may be paid either as a lump sum or in 10 instalments by direct debit (for the September intake).
- Students who pay in instalments are charged €24 for administration costs.
- When paying in instalments, they are collected in the months of September to June, around the 25th day of the month.
- The direct debit is arranged by issuing a digital direct debit authorisation in the Studielink account of the student or applicant.
- When a digital direct debit authorisation is not possible, but the student does have an account at a bank within the SEPA area, a digital authorisation is issued in the Studielink account of the student or applicant.
- Payment cannot be made in instalments if neither a digital direct debit authorisation or digital authorisation are possible.
- When enrolling during the academic year, the number of months between September and the enrolment date will be deducted from the tuition fees. If payment is made in instalments, the above will also apply here.
- If in a particular academic year a student has already paid statutory tuition fees to a university or other university of applied sciences that are higher than or equal to the statutory tuition fees owed to HAN, and that student enrolls as a student at HAN, they will not pay statutory tuition fees to HAN in that year and will submit a certificate of paid tuition fees issued by the other educational institution. If the amount paid elsewhere is lower than the statutory tuition fees owed at HAN, the student or applicant submits the certificate of paid tuition fees from the other educational institution and pays HAN the difference between the two amounts.
- If the student has outstanding payments, they need to settle them before 1 September 2022; unless the student and HAN have made a payment arrangement.

## **7.8 Refund of tuition fees**

### Refund for payment in lump sum

A student who terminates their enrolment during the academic year (interim termination) is entitled to a refund of the tuition fees for each month remaining in the academic year after the termination of enrolment. This refund is automatically calculated by the Tuition Fees Administration and paid out as soon as the request for termination of enrolment from Studielink has been processed by the Student Administration Office.

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

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

If HAN has issued a certificate of paid tuition fees, the student must first return the original HAN certificate of paid tuition fees to HAN before HAN can refund any part of the tuition fee.

Refund for payment in instalments

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

## 8 RE-ENROLMENT AND TERMINATION OF ENROLMENT

### 8.1 Re-enrolment

At the end of the 2022-2023 academic year, the student is notified by email at the email address recorded in Studielink to submit a request for re-enrolment via Studielink for the new academic year. After indicating that they wish to be re-enrolled for the following academic year, the student must issue a digital direct debit authorisation through Studielink. If the student has outstanding payments, they need to be settled before they can be re-enrolled for the 2022-2023 academic year.

When the student does not meet the requirements for re-enrolment (on time), their enrolment is terminated for the relevant degree course at HAN as of the end of the previous academic year (31 August 2022).<sup>15</sup>

### 8.2 Terminating enrolment

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

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

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

#### Termination of enrolment by HAN

In the following cases, HAN can terminate an enrolment as of the following month even though there has been no request for termination of enrolment:

- When the students has been given binding negative study advice (i.e. BNSA in June, July or August that leads to a termination of enrolment on 31 August);
- Through a decision by the Executive Board because of:
  - irrevocably confirmed serious fraud;
  - breach of the internal rules and disciplinary measures;

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<sup>15</sup>A student who does not wish to be re-enrolled should arrange this in Studielink (see the information provided about this on [www.studielink.nl](http://www.studielink.nl)). By doing so the student avoids repeated notices, reminders etc.

- the causing of a serious nuisance in the buildings and on the grounds; see art. 7.57h of the Higher Education and Research Act;
- an irrevocable decision by the Executive Board that a student has behaved or expressed themselves in a way that shows them to be unsuitable to perform one or more of the professions they are being educated for in the degree course or that shows them to be unsuitable to prepare for practice of the profession; see article 7.42a of the Higher Education and Research Act and the HAN Student Code of Conduct.
- Because of not paying tuition fees or final assessment fees. The enrolment termination takes place as of the second month following the last demand for payment.

#### Refund of tuition fees

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

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

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

#### Settlement

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

## **9 COMPLAINTS AND OBJECTIONS**

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

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