ENROLMENT REGULATIONS 2027-2028 FOR THE APPLIED MOLECULAR SCIENCES MASTER PROGRAMME

Regulations for application, enrolment, re-enrolment and termination of enrolment for the 2027-2028 academic year

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INTRODUCTION

These regulations contain the rules about application, enrolment, re-enrolment and termination of enrolment for the Master Applied Molecular Sciences degree programme at HAN University of Applied Sciences for the 2027-2028 academic year.

Application and enrolment

Application is not the same as enrolment. A prospective student wishing to undertake a degree programme must first *apply*. After that follows a process of determining whether the applicant is admissible. Do they meet the prior education requirements? Are all documents in order? Etc.The applicant must also provide a standing direct debit authorisation. Tuition fees are collected in the first month of enrolment. Only when all enrolment requirements have been met can the applicant actually be *enrolled* as a student. It is important to be aware of this distinction when reading these regulations.

Reader guide

Chapter 1 contains the general rules for applications; Chapter 2 describes the specific requirements that applicants must meet for enrolment in a master programme, including any selection procedures. Chapter 3 contains the provisions on tuition fees and Chapter 4 the provisions on termination of enrolment and re-enrolment. Finally, Chapter 5 outlines how and where complaints or objections can be submitted.

Contact

For questions about application, enrolment, re-enrolment and termination of enrolment, students can contact ASK HAN. Contact details can be found at hanuniversity.com/contact.

Contract education

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

TERMS AND DEFINITIONS AND ABBREVIATIONS

Applicant	A person who is thinking about enrolling in a HAN degree programme or who has applied but whose enrolment is not yet finalised.
Application	An enrolment application for a degree programme at HAN.
Dean	A person who is appointed as such and who directs a HAN school.
Executive Board	The institutional board of HAN.
Tuition fees	The tuition fees as defined in Article 7.43 et seq. of the Higher Education and Research Act that students must pay annually.
Entry Assessment Committee	Committee that decides (on behalf of the Executive Board) whether the applicant is suitable for the degree programme.
DUO	Dienst Uitvoering Onderwijs (education executive agency).
External student	A person who may take exams and final assessments at the institution, but who may not attend lectures or tutorials or receive supervision. More information can be found in the Student Charter.
HAN	HAN University of Applied Sciences.
Re-enrollee	A student who is enrolled or was previously enrolled in a degree programme at HAN and is being enrolled at HAN again.
Enrolment	An enrolment as defined in Article 7.32 of the Higher Education and Research Act for a degree programme at HAN.
Institutional tuition fees	The tuition fees as defined in Article 7.46 of the Higher Education and Research Act that students must pay if they are not eligible for statutory tuition fees. Students must pay these fees for each academic year that the institutional board enrols them in a degree programme.
Degree programme	The Master Applied Molecular Sciences degree programme.
Student	A person enrolled as a student, as defined in Article 7.34 of the Higher Education and Research Act, in a degree programme at HAN.
Academic year	The time period starting on 1 September and ending on 31 August in the following year.
Studielink	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
Higher Education and Research Act	The Higher Education and Research Act (in Dutch: *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*).
WSF2000	2000 Student Finance Act.

1 APPLICATION AND ENROLMENT: GENERAL PROVISIONS

1.1 Application via Studielink

Application

A person wanting to enrol in an associate, bachelor or master degree programme at HAN can apply via Studielink (www.studielink.nl). A student who wishes to switch degree programmes or resume their degree programme after a break must also apply via Studielink.

Applicant from the Netherlands

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

Applicant from abroad

An applicant with a residential address abroad cannot use DigiD. However, the applicant still needs to apply via Studielink. In this case, the applicant must create a Studielink account through the website (www.studielink.nl) using their own email address.

Correspondence and change of personal data

All correspondence concerning application, enrolment, re-enrolment, termination of enrolment and late payment will be emailed to the email address linked to the Studielink account. The applicant is responsible for making sure these details are correct. The applicant should make changes to their contact details and/or personal data via Studielink in a timely manner. After the applicant has met all the enrolment requirements, information regarding the degree programme will be sent to their HAN email address.

Personal verification

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

- An applicant living in the Netherlands logs into Studielink using their DigiD. Their data is then verified through the Personal Records Database (BRP).
- An applicant with a residential address abroad must upload a copy of a valid identity document (passport or ID card), and if applicable, a Dutch residence permit, via My Application (Osiris). The applicant will receive a notification if this step is required.
- The following applies when the applicant submits of a copy of a valid identity document:
    - Block out the citizen service number (BSN) on the copy, including the number series at the bottom.
    - Write on the copy that it is a copy.
    - Indicate which organisation the copy is intended for.
    - Specify the date on which the copy was issued.

International applicants and verification of legitimate residence

In accordance with the Aliens Act 2000, an applicant with a nationality outside the European Economic Area (EEA) must submit both a copy of a valid proof of identity and a copy of a valid Dutch residence permit via My Application (Osiris). The applicant will receive a notification if this step is required. The EEA consists of the European Union's member states, as well as Iceland, Liechtenstein and Norway.

Please note: Students must be legitimately residing in the Netherlands during their enrolment at HAN. The Student Administration Office verifies this data in accordance with 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

Application dates for a master programme

Different application deadlines may apply for master programmes.[1] The application rules for a master programme are included in Chapter 2.

Applicant from a country outside the EEA

Due to the visa process, an applicant from a country outside the EEA must apply through Studielink by 23:59 on 1 May 2027 at the latest. When applying for a degree programme starting on 1 February 2028, the applicant must apply no later than 23:59 on 1 October 2027.

1.3 Start guarantee date

Degree programmes without a selection or lottery procedure have a start guarantee date. This means that applicants who meet all enrolment requirements by this date are guaranteed enrolment at the start of the academic year. From that moment, they can make use of HAN facilities, including online facilities.

If an applicant applies after the start guarantee date, enrolment might not be finalised by the start of the academic year. In that case, the applicant cannot yet use HAN facilities (including online facilities) or participate in courses. This also means they will not have access to timetables, applications or systems. Student rights and responsibilities are described in the Student Charter.

In addition, applicants should be aware that preparatory activities may no longer be available after the start guarantee date. As a result, they may not be able to meet all enrolment requirements in time, which could mean enrolment in a HAN degree programme is not possible.

A different application deadline may apply for international applicants.

[1] https://www.hanuniversity.com/en/study-and-living/admissions/when-to-apply/#master-programs

The start guarantee date for the Master Applied Molecular Sciences degree programme is:

- for non-EU / non-EEA students: 1 May 2027 (see above).
- for fulltime students who need an internship: 1 May 2027.
- for parttime students and EU / EEA-fulltime students who already have an internship: 15 August 2027.

But for all groups, please sign up preferably before 1 May. The closer the application is to 15 August, the more likely it is that the enrolment process is not yet fully completed.

1.4 Enrolment per 1 September 2027 or 1 February 2028

Enrolment for the Master Applied Molecular Sciences degree programme is only applicable per 1 September 2027.

1.5 Interim enrolment

An interim enrolment is an enrolment with a start date other than 1 September. If the degree programme also has a February start date, then February enrolment does not count as interim enrolment.

Interim enrolment is only possible if the dean determines that the study programme is feasible for the applicant starting at the time they can actually be enrolled.

Enrolment valid for the entire academic year

The applicant is enrolled on the first day of the month in which all conditions for enrolment have been met. The student is required to pay tuition fees for each month they are enrolled as a student. Enrolment at the start or during the academic year remains valid for the entire academic year, or the remainder of it, unless the student requests to terminate their enrolment via Studielink or HAN terminates their enrolment for a legally permissible reason.

1.6 Applications by international students

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

1.7 Application as external student

Enrolment as an external student is only permitted if the dean determines that it does not compromise the nature or interests of the education. External students are only entitled to take exams and final assessments within the degree programme in which they are enrolled, and to access the institution's facilities and collections. An exception may be made if the institutional board determines that this conflicts with the nature or interests of the education.

1.8 Application withdrawal

Application withdrawal by the applicant

If an applicant no longer wishes or is unable to start their chosen degree programme, they may withdraw their enrolment application via Studielink (www.studielink.nl). This withdrawal must be submitted **before** the first day of the month in which the degree programme starts. If the application is not withdrawn via Studielink before the first day of the month in which the degree programme starts, the applicant will be enrolled provided they meet all the enrolment requirements and will be required to pay tuition fees for at least that month.

Any Proof of Paid Tuition Fees issued by HAN for a second enrolment at another educational institution will expire upon termination of enrolment at HAN. HAN will notify the other educational institution of the expiry of the Proof of Paid Tuition Fees. As a result, the exemption from paying statutory tuition fees at the other institution will lapse, and the student will be required to pay tuition fees at that other educational institution.

Rejection of the application by HAN

If an applicant does not meet the enrolment requirements for the degree programme, the enrolment application will be rejected. This also applies to students with outstanding payments from previous academic years, unless they have a payment arrangement with HAN. The applicant will receive several reminded from HAN – at least two – regarding any unmet obligations. Applicants and students will receive reminders through the email address that is linked to the Studielink account. If an applicant's enrolment is rejected due to unmet enrolment requirements and the applicant believes a mistake has been made or that they are not at fault, they may contact ASK HAN (via ask@han.nl).

2 ADMISSION TO A MASTER PROGRAMME

Enrolment for a master programme is possible when the applicant meets the enrolment requirements and the set qualitative admission requirements. As an admission requirement, the applicant must in any case hold a bachelor degree from a higher education institution or possess knowledge, understanding and skills at the level of a bachelor degree from a university or university of applied sciences.
More information about the application deadline and start guarantee date for the Master Applied Molecular Sciences degree programme can be found in paragraph 1.3.

2.1 Admission requirements

The following qualitative admission requirements apply for the Applied Molecular Sciences master programme:
Prior education

- Bachelors degree in the field of molecular life sciences or chemistry or having the equivalent knowledge, understanding and skills according to the enrolment regulations;
- Practical lab research experience in the field of molecular life sciences or chemistry during or after the bachelors course of at least 5 months.

English proficiency

- Professional use of English (B2 level of English according to the Common European Framework of Reference recommended). Students can demonstrate their English proficiency by either of the following options:
- IELTS score of at least 6.5
- TOEFL score of 90 or higher (internet-based)
- Cambridge FCE Grade B minimum score 176 / CAE / CPE

If an applicant cannot provide proof of the qualitative admission requirements, they can contact the degree programme to establish that they do in fact meet these requirements.

Additional requirements for the full-time course
Students taking part in the full-time format of the Master Applied Molecular Sciences need an internship placement during the complete study duration. This internship is required to carry out the activities and achieve the learning goals of the units of study Research and Product Development Skills 1 &2, Managing Projects 1&2, and Graduation Project.
The education programme supports students in finding a suitable internship. To this end, applicants contact the programme (master.mls@han.nl for the Molecular Life Sciences track, and master.chemistry@han.nl for the Chemistry track).

Additional requirements for the part-time course

Students taking part in the part-time variant of this degree programme need to meet certain employment requirements. Those requirements also apply if you are self-employed. The employment must enable students to carry out the activities and achieve the learning goals of the units of study Research and Product Development Skills 1 & 2, Managing Projects 1 & 2 and the Graduation Project.

2.2 Capacity limitation for master programmes

The following master programmes have a maximum number of students who can be enrolled in the programme each year.

- Master of Advanced Nursing Practice
- Master of Applied Data Science
- Master of Business Sales
- Master of Circular Economy
- Master of Physician Assistant

If the number of applications exceeds the maximum number for the degree programme, a selection procedure is used to determine who can be admitted. The maximum number of students and the practical information are given on the web pages of the relevant degree programmes at www.hanuniversity.com.

2.3 Procedure when maximum number of applications exceeded

Not applicable for the master programme Applied Molecular Sciences.

3 TUITION FEES

3.1 General provisions

Students are required to pay the statutory tuition fees or institutional tuition fees for every academic year that they are enrolled in a degree programme. The institutional tuition fees set by HAN are announced before the start of the academic year.
Applicants can find the tuition fee amounts at www.hanuniversity.com/tuitionfees. An applicant who enrols in a degree programme during the academic year will pay one-twelfth of the annual tuition fees applicable to them for each month remaining in the academic year.

3.2 Statutory tuition fees

A student who meets each of the conditions below will be required to pay the statutory tuition fees.

- The student is enrolled in a government-funded degree programme at HAN;

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

At the start of the academic year, the student has not yet earned a comparable diploma for a government-funded degree programme in higher education in the Netherlands.[2]

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

- they have already earned an associate, bachelor or master degree, but are starting a degree programme in the field of health or education for the first time.[3]
- they started the second degree programme while still enrolled in the first degree programme and continued the second degree programme without interruption after earning the first degree.

3.3 Institutional tuition fees

Students who are not eligible for statutory tuition fees will be required to pay the institutional tuition fees. The institutional tuition fee amounts are determined in HAN's Tuition Fees Resolution. The amounts are published at www.hanuniversity.com/tuitionfees.

3.4 Final assessment fee for external students

The final assessment fee that external students are required to pay is the same as the full statutory tuition fees for full-time degree programmes. External students are not entitled to a refund of the final assessment fee if they terminate their enrolment during the academic year.

3.5 International students

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

3.6 Payment of tuition fees and administration costs

- Tuition fees may be paid either as a lump sum or in 10 instalments by direct debit (for September enrolment).
- Students who pay in instalments are charged a €24 administration fee.

[2] In other words: an applicant enrolling for a bachelor programme does not have a bachelor degree and an applicant enrolling for a master programme does not have a master degree. Enrolment in an associate degree programme also requires that the applicant has not already earned an associate degree, bachelor degree and/or master degree.

[3] To find out whether a degree programme belongs to the field of health or education, please refer to www.duo.nl, in the search function of RIO HO.

- Payments in instalments are collected in the months of September to June, around the 25th day of the month.
- The direct debit is arranged by issuing a continuous digital direct debit authorisation in the Studielink account of the applicant/student.
- When a digital direct debit authorisation is not possible, but the applicant/student does have an account at a bank within the SEPA area, a digital authorisation is issued in the Studielink account of the applicant/student.
- When enrolling during the academic year, the tuition fees will be reduced based on the number of months between September and the enrolment date. If payment is made in instalments, the above will also apply here.
- If a student has already paid statutory tuition fees during the same academic year at another Dutch university or university of applied sciences, no statutory tuition fees are due upon enrolment at HAN, provided that the amount already paid is equal to or higher than the statutory tuition fee charged by HAN. In this case, the student must arrange a Proof of Paid Tuition Fees through Studielink. If the amount already paid is lower than HAN's statutory tuition fee, the student must also arrange a Proof of Paid Tuition Fees through Studielink and pay HAN the remaining difference.Outstanding payments must be settled before the start of the academic year in which the student wishes to be enrolled, unless the student and HAN have made a payment arrangement.

3.7 Refund of tuition fees

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

Refund for payment in lump sum

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

The above also applies in the event that a student dies in the course of the academic year. The refund will be paid to the person who paid the tuition fees.

Refunds in the event of enrolment at more than one institution

If HAN has issued a Proof of Paid Tuition Fees to another educational institute, that proof will expire if enrolment in the HAN degree programme is terminated during the academic year. HAN will notify the other educational institution of the expiry of the Proof of Paid Tuition Fees. Only after this has happened can excess tuition fees be refunded.

Refund for payment in instalments

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

4 RE-ENROLMENT AND TERMINATION OF ENROLMENT

4.1 Re-enrolment

At the start of June, the student receives an email (at the email address recorded in Studielink) inviting them to re-enrol for the new academic year. The student must submit a re-enrolment request via Studielink for this purpose.

The re-enrolment requirements are:

- The student has submitted a re-enrolment request by no later than 23:59 on 31 August 2027.
- A standing direct debit authorisation is in place for the student, or the student has otherwise met payment requirements.
- The student is not in arrears, unless payment arrangements have been made with HAN.

If the student does not meet the requirements for re-enrolment, they will not be enrolled for the relevant degree programme at HAN for the new academic year (starting 1 September).[4] The student will then be unable to attend classes and participate in exams and will not have access to HAN applications and systems as of September 1.

It is also important that the student registers for courses and exams for the first term of the upcoming academic year. This is done in Osiris student. This registration period falls during the current academic year.

4.2 Termination of enrolment

The student terminates enrolment by submitting a request for termination of enrolment through Studielink. Enrolment then ends on the first day of the following month.

Termination of enrolment by HAN

In the following cases, HAN may terminate a student's enrolment effective from the following month, even if no request for termination has been submitted:

- By a decision of the Executive Board because of:
    - irrevocably confirmed serious fraud;
    - breach of the internal rules and disciplinary measures;
    - serious nuisance caused in buildings and on grounds; see Article 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

[4] A student who does not wish to be re-enrolled, should arrange this via Studielink (see the step-by-step plan for not re-enrolling). By doing this, the student avoids repeated notices, reminders etc.

more of the professions they are being educated for in the degree programme or that shows them to be unsuitable to prepare for practice of the profession; see Article 7.42a of the Higher Education and Research Act and the HAN Student Code of Conduct.

- Because of failure to pay tuition fees or final assessment fees. Termination of enrolment will take effect in the second month following the reminder unless a payment arrangement has been made with HAN to which the student adheres.

5 COMPLAINTS AND OBJECTIONS

If an applicant disagrees with a decision made based on these regulations, they may submit a written objection to the Disputes Advisory Committee through the Complaints and Disputes Office. The procedure and further information can be found at Complaints and objections (han.nl).

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