



# **2024-2025 ENROLMENT REGULATIONS FOR THE MASTER MOLECULAR LIFE SCIENCES\_**

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

## CONTENTS

|  |           |
|--|-----------|
| <b>INTRODUCTION .....</b>  | <b>4</b>  |
| <b>TERMS AND DEFINITIONS AND ABBREVIATIONS.....</b>                                      | <b>5</b>  |
| <b>1 APPLICATION AND ENROLMENT: GENERAL PROVISIONS.....</b>                              | <b>6</b>  |
| 1.1 Applying via Studielink .....  | 6         |
| 1.2 Application dates .....  | 7         |
| 1.3 Guaranteed start .....   | 8         |
| 1.4 Enrolment per 1 September 2024 or 1 February 2025 .....                              | 9         |
| 1.5 Interim enrolment .....  | 9         |
| 1.6 Applications by international students.....  | 9         |
| 1.7 Application as external student .....  | 9         |
| 1.8 Application withdrawal .....   | 10        |
| 1.9 Enrolling after binding negative study advice (BNSA) and switching degree programmes | 10        |
| <b>2 EDUCATION REQUIREMENTS FOR BACHELOR OR ASSOCIATE DEGREE PROGRAMME</b>               | <b>12</b> |
| <b>3 MY MATCH .....</b>  | <b>12</b> |
| <b>4 BACHELOR PROGRAMMES WITH ENROLMENT QUOTA AND DECENTRALISED SELECTION .....</b>      | <b>12</b> |
| <b>5 BACHELOR PROGRAMMES WITH ADDITIONAL REQUIREMENTS .....</b>                          | <b>12</b> |
| <b>6 ADMISSION TO A MASTER PROGRAMME.....</b>  | <b>13</b> |
| 6.1 Admission requirements .....   | 13        |
| 6.2 Capacity limitation for master programmes .....                                      | 13        |
| 6.3 Procedure when maximum number of applications is exceeded .....                      | 13        |
| <b>7 TUITION FEES.....</b>   | <b>14</b> |
| 7.1 General provisions .....   | 14        |
| 7.2 Statutory tuition fees .....   | 14        |
| 7.3 Institutional tuition fees .....   | 14        |
| 7.4 Final assessment fee for external students .....                                     | 15        |
| 7.5 Lowered statutory tuition fees .....   | 15        |
| 7.6 International students.....  | 15        |
| 7.7 Payment of tuition fees and administration costs .....                               | 15        |
| 7.8 Refund of tuition fees .....   | 16        |

|                         |   |           |
|-------------------------|---|-----------|
| <b>8</b>                | <b>RE-ENROLMENT AND TERMINATION OF ENROLMENT .....</b>        | <b>17</b> |
| 8.1                     | Re-enrolment .....  | 17        |
| 8.2                     | Terminating enrolment .....                                   | 17        |
| <b>9</b>                | <b>COMPLAINTS AND OBJECTIONS .....</b>                        | <b>19</b> |
| <b>APPENDIX A</b> ..... |   | <b>20</b> |
|                         | Sufficient language proficiency .....                         | 20        |
| <b>APPENDIX B</b> ..... |   | <b>21</b> |
|                         | Additional requirements for the full-time programme .....     | 21        |
| <b>APPENDIX C</b> ..... |   | <b>22</b> |
|                         | Employment requirements for part-time degree programmes ..... | 22        |

## **INTRODUCTION**

These regulations contain the rules about application, enrolment, re-enrolment, and termination of enrolment for the degree programme Master Molecular Life Sciences at HAN University of Applied Sciences for the 2024-2025 academic year.

### Application and enrolment

Application is not the same as enrolment. An applicant who wants to do a degree programme first needs to *apply*. After that follows a process of determining whether the student is admissible. Do they meet the prior education requirements? Are all documents in order? Etc. If applicable, the student is advised to confirm their choice of degree programme by participating in the My Match activities. Finally, tuition fees must be paid. Only when all this has been arranged can the applicant actually be *enrolled* as a student.

It is important to be aware of this distinction when reading these regulations.

### Reading instructions

Chapter 1 contains the general rules for application; chapter 2 contains the specific requirements that students must meet in order to apply for an associate or bachelor degree programme. Chapter 3 contains the rules about My Match and chapters 4 and 5 describe the various rules for degree programmes with a selection procedure.

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

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

### Contact

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

### Contract education

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

## TERMS AND DEFINITIONS AND ABBREVIATIONS

|  |   |
|--|---|
| <b>Applicant</b>                         | Someone who is thinking about enrolling in a HAN degree programme or who has applied but whose enrolment is not yet finalised.  |
| <b>Application</b>                       | An enrolment application for a degree programme at HAN.   |
| <b>Dean</b>                              | The person who is appointed as such and who directs a HAN school.   |
| <b>Executive Board</b>                   | The institutional board of HAN.   |
| <b>Tuition fees</b>                      | The tuition fees as defined in article 7.43 et seq. of the Higher Education and Research Act, which a student must pay annually.  |
| <b>Entry Assessment Committee</b>        | Committee that decides (on behalf of the Executive Board) whether an applicant is suitable for the degree programme.  |
| <b>DUO</b>                               | Dienst Uitvoering Onderwijs (education executive agency).   |
| <b>External student</b>                  | A person enrolled at HAN as an external student as defined in article 7.36 of the Higher Education and Research Act. More information can be found in the <a href="#">Student Charter</a> .   |
| <b>HAN</b>                               | HAN University of Applied Sciences  |
| <b>Re-enroller</b>                       | A student who is enrolled or was previously enrolled in a degree programme at HAN and is enrolling at HAN again.  |
| <b>Enrolment</b>                         | An enrolment as defined in article 7.32 of the Higher Education and Research Act for a degree programme at HAN.   |
| <b>Institutional tuition fees</b>        | The tuition fees as defined in article 7.46 of the Higher Education and Research Act for students not eligible for statutory tuition fees. These fees must be paid by the student for each academic year the institutional board enrolls them in a degree programme.  |
| <b>My Match</b>                          | The matching activities or programme as set out in article 7.31b paragraph 1 of the Higher Education and Research Act, which aims to give insight into the applicant's match with the chosen degree programme, and the accompanying advice referred to in article 7.31b paragraph 3 of the Higher Education and Research Act. |
| <b>Degree programme</b>                  | The degree programme Master Molecular Life Sciences.  |
| <b>Post-propaedeutic phase</b>           | The main phase of the bachelor programme; the part of the degree programme that follows after the final assessment for the propaedeutic phase.  |
| <b>Student</b>                           | 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.  |
| <b>Academic year</b>                     | The time period starting on 1 September and ending on 31 August in the following year.  |
| <b>Studielink</b>                        | The joint application and enrolment software used by universities of applied sciences, universities and DUO.  |
| <b>Higher Education and Research Act</b> | The Higher Education and Research Act (in Dutch: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek).   |
| <b>WSF2000</b>                           | Student Finance Act 2000.   |

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

### **1.1 Applying via Studielink**

#### Application

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

#### Applicant from the Netherlands

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

#### Applicant from abroad

An applicant with a residential address abroad cannot use DigiD. They still have to apply via Studielink. In that case, the applicant has to make a Studielink account via the website ([www.studielink.nl](http://www.studielink.nl)), using their own email address.

#### Correspondence and change of personal data

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

#### Personal verification

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

- An applicant who lives in the Netherlands logs into Studielink using their DigiD. Based on this, their data is verified in the Personal Records Database (BRP).
- The applicant residing at an address abroad has to submit a copy of a valid identity document (a passport or ID card), possibly with a Dutch residence permit, through My Application (Osiris). An applicant receives notification of this, if applicable.
  - Block out the citizen service number (BSN) on the copy, also in the number series at the bottom.
  - Write on the copy of the ID that it is a copy.
  - Also specify which organisation the copy is intended for.
  - And specify the date on which the copy was issued.

### International students and verification of legitimate residence

An applicant with a non-European Economic Area nationality must, in accordance with the Aliens Act, submit a copy of a valid proof of identity as well as a copy of a valid Dutch residence permit via My Application (Osiris). An applicant receives notification of this, if applicable. The European Economic Area consists of the Member States of the European Union plus Iceland, Liechtenstein and Norway.

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

## **1.2 Application dates**

### Applying for a bachelor or associate degree programme

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

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

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

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

For a degree programme with a Selection & Placement procedure (enrolment quota), the latest application date is 15 January (23:59) prior to the academic year. Specifically, this means the following degree programmes: Physiotherapy, Allied Medical Care, Dental Hygiene and Applied Psychology. Applying in the propaedeutic phase of a degree programme with an enrolment quota is not possible after 15 January.

### Application for a degree programme with additional requirements

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

### Application dates for a master programme

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

### Applicant from a country outside the EU

An applicant from outside the EU has to apply via Studielink no later than 23:59 on 1 June prior to the 2024-2025 academic year. This is due to the visa procedure. In the case of a degree programme starting on 1 February 2025, the applicant must apply no later than 23:59 on 1 November 2024.

## **1.3 Guaranteed start**

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

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

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

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

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

- for non-EU / non-EEA students: 1 June 2024 (see above).
- for fulltime students who need an internship: 1 June 2024.
- for parttime students and EU / EEA-fulltime students who already have an internship: 15 August 2024.

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 2024 or 1 February 2025**

For the degree course Master Molecular Life Sciences there is only one intake date: 1 September.

## **1.5 Interim enrolment**

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

Interim enrolment is only possible if the dean considers the study programme feasible with a start date at a time when the student can actually be enrolled.

### Enrolment

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

### Enrolment applies for the entire academic year

An enrolment made during or prior to the academic year applies for the entire academic year or remainder thereof, unless the student requests to terminate their enrolment via Studielink or HAN terminates their enrolment for a legally permissible reason.

## **1.6 Applications by international students**

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

## **1.7 Application as external student**

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

---

<sup>1</sup>This has consequences for possible rights to student finance and the OV travel product. Students can contact DUO if they have any questions.

## **1.8 Application withdrawal**

### Application withdrawal by applicant

If the applicant is not willing or able to start the degree programme they have applied for, they can withdraw their application via Studielink ([www.studielink.nl](http://www.studielink.nl)). The withdrawal must be submitted before the first day of the month in which the degree programme starts. If the application was not withdrawn via Studielink before the first day of the month in which the degree programme starts, the student will be enrolled provided they meet all the admission and enrolment requirements and will be charged the tuition fees for at least that month.

Any 'proof of paid tuition fees' (BBC) issued by HAN for a second application at another institution will expire upon termination of enrolment at HAN. HAN will notify the educational institution concerned about the expiry of the BBC. This means the exemption from paying statutory tuition fees at the other institution will also lapse, which means the student will still have to pay tuition fees at the other educational institution.

### Automatic rejection of the application by HAN

If the applicant does not meet the enrolment requirements for the degree programme, the enrolment application will be rejected. This also applies for students who still have payment delays for previous academic years. The applicant will be reminded by HAN several times – at least twice – of obligations that have not yet been met. Applicants will receive reminders through the email address that is linked to the Studielink account. Students who were enrolled in the previous academic year will in any case receive reminders through the student email address assigned to them by HAN. When an applicant's enrolment has been rejected due to not meeting the enrolment requirements, and the applicant believes a mistake has been made or that they are not at fault for it, they can contact ASK HAN (via [ask@han.nl](mailto:ask@han.nl)). If the applicant's failure to meet the enrolment requirements should not be attributed to the applicant, that applicant may still be enrolled, provided they now meet the enrolment requirements.

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

### BNSA received in past 3 years

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

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

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

BNSA received more than 3 years ago

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

BNSA at another institution

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

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

Not applicable.

**3 MY MATCH**

Not applicable.

**4 BACHELOR PROGRAMMES WITH ENROLMENT QUOTA AND DECENTRALISED  
SELECTION**

Not applicable.

**5 BACHELOR PROGRAMMES WITH ADDITIONAL REQUIREMENTS**

Not applicable.

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

Enrolment for a master programme is possible when the applicant meets the education requirements and the set qualitative admission requirements. As an education 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.

### **6.1 Admission requirements**

This section contains the qualitative admission requirements.

The following qualitative admission requirements apply for the master programme in Molecular Life Sciences:

- Bachelors degree in the field of molecular life sciences (molecular biology, cell biology, biochemistry) or having the equivalent knowledge, understanding and skills according to the enrolment regulations;
- Professional use of English (B2 level of English according to the Common European Framework of Reference recommended). More information regarding English fluency can be found in [appendix A](#);
- Practical lab research experience in the field of molecular life sciences during or after the bachelors course of at least 5 months.

If an applicant does not meet one or more of the admission requirements, or cannot submit any proof of this, they can contact the degree course to discuss whether there are possibilities for them to be admitted anyway.

There are additional requirements for the full-time course. These can be found in [appendix B](#).

For the part-time course there are employment requirements. These can be found in [appendix C](#).

### **6.2 Capacity limitation for master programmes**

Not applicable for the master programme Molecular Life Sciences.

### **6.3 Procedure when maximum number of applications is exceeded**

Not applicable for the master programme Molecular Life Sciences.

## 7 TUITION FEES

### 7.1 General provisions

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

The applicant can find the amounts they will owe as a student at [www.han.nl/collegegeld](http://www.han.nl/collegegeld). An applicant who enrolls in a degree programme during the academic year will pay one-twelfth of the annual tuition fees applicable to them for each month remaining in the academic year.

### 7.2 Statutory tuition fees

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

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

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

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

- they have already earned an associate, bachelor or master degree, but are starting a degree programme in the field of health or education for the first time.<sup>3</sup>
- they started the second degree programme during their enrolment for the first degree programme and, also after earning the first degree, continued to follow the second degree programme without interruption.

### 7.3 Institutional tuition fees

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

---

<sup>2</sup>So no associate degree certificate if they enrol for an associate degree programme, no bachelor degree certificate if they enrol for a bachelor programme and no master degree certificate if they enrol for a master programme. Furthermore, the applicant may not have earned a bachelor or master degree certificate if they enrol in an associate degree programme.

<sup>3</sup> To find out whether a degree programme belongs to the field of health or education, please refer to [www.duo.nl](http://www.duo.nl), in the search function of RIO HO.

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

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

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

## **7.5 Lowered statutory tuition fees**

### Teacher education

The lowered statutory tuition fees apply for students enrolled in a full-time, part-time or work-study bachelor or associate degree programme in the field of education on 1 September 2023.<sup>4</sup>

## **7.6 International students**

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

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

- Tuition fees may be paid either as a lump sum or in 10 instalments by direct debit (for the September intake).
- Students who pay in instalments are charged a €24 administration fee.
- Payments in instalments are collected in the months of September to June, around the 25th day of the month.
- The direct debit is arranged by issuing a digital direct debit authorisation in the Studielink account of the student or applicant.
- When a digital direct debit authorisation is not possible, but the student does have an account at a bank within the SEPA area, a digital authorisation is issued in the Studielink account of the student or applicant.
- When enrolling during the academic year, the tuition fees will be reduced based on the number of months between September and the enrolment date. If payment is made in instalments, the above will also apply here.
- When a student has already paid statutory tuition fees at another Dutch university of applied sciences in an academic year, and those fees are equal to or higher than the statutory tuition fees payable at HAN, and the student then enrolls at HAN, they do not have to pay statutory

---

<sup>4</sup> The entitlement to lowered (halved) fees is once-only and for a period of 12 consecutive months (according to articles 2.4b, 2.4d, 2.4e and 2.4f, third and fourth paragraph, Implementing Decision Higher Education and Research Act as of 31 August 2024). This entitlement becomes applicable when the student enrolls in the second year of study. Or, if the student first took another degree programme, it becomes applicable when they enrol in the first year of the degree programme in the field of education. If the student terminates their enrolment during the academic year, the right to halved tuition fees continues and will not be extended or suspended.

tuition fees at HAN in that academic year, but instead arrange a Proof of Paid Tuition Fees (BBC) via Studielink. If the payment made elsewhere is lower than the statutory tuition fees payable at HAN, the applicant arranges a BBC via Studielink and pays the difference between the two amounts to HAN.

- Outstanding payments must be settled before the start of the academic year in which the student wishes to be enrolled; unless the student and HAN have made a payment arrangement.

## **7.8 Refund of tuition fees**

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

### Refund for payment in lump sum

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

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

### Refunds in the event of enrolment at more than one institution

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

### Refund for payment in instalments

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



## 8 RE-ENROLMENT AND TERMINATION OF ENROLMENT

### 8.1 Re-enrolment

At the start of June, the student receives an email (at the email address recorded in Studielink) inviting them to re-enrol for the new academic year. The student needs to 1) submit a request for re-enrolment via Studielink and 2) enter their payment details using a digital direct debit authorisation via Studielink. Any outstanding payments need to be settled before the student can be re-enrolled for the academic year in which they wish to be enrolled, unless a different payment arrangement has been made with HAN.

A student meets the re-enrolment requirements if they submit a request for re-enrolment, issue a digital direct debit authorisation, and have not received binding negative study advice (BNSA) or sanction decision for the degree programme, which would inhibit the re-enrolment, as set out in 8.2. When the student does not meet the requirements for re-enrolment, their enrolment is terminated for the relevant degree programme at HAN as of the end of the previous academic year (31 August).<sup>5</sup>

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

### 8.2 Terminating enrolment

To have their enrolment terminated, the student needs to submit a request for termination of enrolment via [Studielink](#).

#### Termination of enrolment by HAN

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

- When the students has been given binding negative study advice (i.e. BNSA in June, July or August that leads to a termination of enrolment on 31 August);
- Through a decision by the Executive Board because of:
  - irrevocably confirmed serious fraud;
  - breach of the internal rules and disciplinary measures;
  - the causing of a serious nuisance in the buildings and on the grounds; see art. 7.57h of the Higher Education and Research Act;

---

<sup>5</sup> A student who does not wish to be re-enrolled, should arrange this via Studielink (see the step-by-step plan '[Do not re-enrol](#)'). By doing so the student avoids repeated notices, reminders etc.

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

## **9 COMPLAINTS AND OBJECTIONS**

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

## **APPENDIX A**

### **Sufficient language proficiency**

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

## **APPENDIX B**

### **Additional requirements for the full-time programme**

Students taking part in the full-time format of the Master Molecular Life 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](mailto:master.mls@han.nl)).

## **APPENDIX C**

### **Employment requirements for part-time degree programmes**

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.

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