

ENROLMENT REGULATIONS_2025-2026 MASTER APPLIED DATA SCIENCE

Regulations for application, enrolment, re-enrolment and termination of enrolment for the 2025-2026 academic year



CONTENTS

INTRODUCTION						
TERN	IS AN	D DEFINITIONS AND ABBREVIATIONS				
1	APPLICATION AND ENROLMENT: GENERAL PROVISIONS					
	1.1	Applying via Studielink				
	1.2	Application dates7				
	1.3	Guaranteed start8				
	1.4	Enrolment per 1 September 2025 or 1 February 20269				
	1.5	Interim enrolment9				
	1.6	Applications by international students9				
	1.7	Application as external student9				
	1.8	Application withdrawal 10				
	1.9	Enrolment after binding negative study advice (BNSA) and degree programme switch 10				
2	EDUCATION REQUIREMENTS FOR BACHELOR OR ASSOCIATE DEGREE PROGRAMME					
	2.1	Education requirements for bachelor or associate degree programmeFout! Bladwijzer				
	niet g	jedefinieerd.				
	2.2	Profile and subject requirementsFout! Bladwijzer niet gedefinieerd.				
	2.3	HAVO or VWO diploma, but not the right profile and subjects Fout! Bladwijzer niet				
	gedefinieerd.					
	2.4	Additional requirements				
	2.5	Sufficient language proficiencyFout! Bladwijzer niet gedefinieerd.				
	2.6	21+ entry assessmentFout! Bladwijzer niet gedefinieerd.				
	2.7	Employment requirements for part-time degree programmes				
	gedefinieerd.					
	2.8	Admission to main phase of bachelor programmeFout! Bladwijzer niet gedefinieerd.				
3	MY MATCH					
	3.1	My Match option prior to enrolmentFout! Bladwijzer niet gedefinieerd.				
	3.2	Content and procedureFout! Bladwijzer niet gedefinieerd.				
4	BACH	HELOR PROGRAMMES WITH ENROLMENT QUOTA AND DECENTRALISED				
SELECTION						
	4.1	Applying for a degree programme with an enrolment quota Fout! Bladwijzer niet				
	gede	finieerd.				
	4.2	Selection procedure and selection criteriaFout! Bladwijzer niet gedefinieerd.				

5	DEG	DEGREE PROGRAMMES WITH ADDITIONAL REQUIREMENTS				
	5.1	Admissions procedure	rd.			
	5.2	Results of Additional Requirements AssessmentFout! Bladwijzer niet gedefiniee	rd.			
6	ADN	ADMISSION TO A MASTER PROGRAMME				
	6.1	Admission requirements	16			
	6.2	Capacity limitation for master programmes	17			
	6.3	Procedure when maximum number of applications exceeded	18			
7	тип	TUITION FEES				
	7.1	General provisions	19			
	7.2	Statutory tuition fees	19			
	7.3	Institutional tuition fees	19			
	7.4	Final assessment fee for external students	20			
	7.5	International students	20			
	7.6	Payment of tuition fees and administration costs	20			
	7.7	Refund of tuition fees	21			
8	RE-I	RE-ENROLMENT AND TERMINATION OF ENROLMENT				
	8.1	Re-enrolment	22			
	8.2	Terminating enrolment	22			
9	CON	MPLAINTS AND OBJECTIONS	24			

INTRODUCTION

These regulations contain the rules about application, enrolment, re-enrolment, and termination of enrolment for the Master Applied Data Science degree programme at HAN University of Applied Sciences for the 2025-2026 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 applicant 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 programme by participating in the My Match activities. The applicant must also provide an ongoing direct debit authorisation. Tuition fees are collected in the first month of enrolment. 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 for enrolment in 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 for enrolment in 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 <u>hanuniversity.com/contact</u>.

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

Applicant	Someone who is thinking about enrolling in a HAN degree programme or who has applied but whose enrolment is not yet finalised.
Academic year	The time period starting on 1 September and ending on 31 August in the following year.
Application	An enrolment application for a degree programme at HAN.
BNSA	Students who do not earn enough credits in the first year of study or who fail certain exams receive binding negative study advice (BNSA). As a result, the student has to stop the degree programme.
Dean	The person who is appointed as such and who directs a HAN school.
Degree programme	The Master Applied Data Science degree programme.
DUO	Dienst Uitvoering Onderwijs (education executive agency).
Enrolment	An enrolment as defined in article 7.32 of the Higher Education and Research Act for a degree programme at HAN.
Entry Assessment	Committee that decides (on behalf of the Executive Board) whether
Committee	an applicant is suitable for the degree programme.
Executive Board	The institutional board of HAN.
External student	A person who may take exams and final assessments at a
	university of applied sciences, but who may not attend lectures or
	tutorials or receive supervision. More information can be found in
HAN	the <u>Student Charter</u> HAN University of Applied Sciences.
Higher Education and	The Higher Education and Research Act (in Dutch: Wet op het
Research Act	Hoger Onderwijs en Wetenschappelijk Onderzoek).
Institutional tuition fees	The tuition fees as defined in article 7.46 of the Higher Education
	and Research Act for students not eligible for statutory tuition fees.
	These fees must be paid by the student for each academic year the
	institutional board enrols them in a degree programme.
Matching advice	HAN issues matching advice to each student who has registered for and participated in matching activities (My Match).
My Match	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.
Post-propaedeutic phase	The main phase of the bachelor programme; the part of the degree programme that follows after the final assessment for the propaedeutic phase.
Re-enroller	A student who is enrolled or was previously enrolled in a degree programme at HAN and is being enrolled at HAN again.
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.
Studielink	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
Tuition fees	The tuition fees as defined in article 7.43 et seq. of the Higher
	Education and Research Act, which a student must pay annually.
WSF2000	2000 Student Finance Act.

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 (<u>www.studielink.nl</u>). 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 (<u>www.studielink.nl</u>), 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 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:

- The applicant who lives in the Netherlands logs into Studielink using their DigiD. Following 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 along 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.
 - \circ $\;$ Also specify which organisation the copy is intended for.
 - \circ $\;$ And specify the date on which the copy was issued.

International applicants and verification of legitimate residence

An applicant with a non-European Economic Area (EEA) 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.

Please note: During their enrolment at HAN, the student must be legitimately residing in the Netherlands. 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 <u>Code of Conduct for International Students in Dutch Higher Education</u>.

1.2 Application dates

Applying for a bachelor or associate degree programme

An 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. An applicant who applied before the deadline has the right to participate in the matching activities that are organised by the degree programme (matching, see chapter 3). After 1 May, this applicant can still change their mind and apply for another degree programme.

An applicant who applies for a degree programme in higher education for the first time **after** 1 May can submit their application to HAN no later than 23:59 on 31 August prior to the new academic year. Some degree programmes also have a 1 February intake. Applications for a degree programme starting on 1 February may also be submitted after 1 September, but no later than 23:59 on 31 January.

Please note that the information in this paragraph does not apply to degree programmes with a selection procedure (i.e. programmes with Selection & Placement procedure and programmes with an Additional Requirements Assessment).

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. The following HAN degree programmes have a Selection & Placement procedure:

- Physiotherapy
- Allied Medical Care
- Dental Hygiene
- Applied Psychology.

Applying in the propaedeutic phase of a degree programme with an enrolment quota is <u>not possible</u> after 15 January.

Application for a degree programme with an additional requirements assessment

Applicants wishing to apply for a degree programme with an additional requirements assessment (Sport Studies, Teacher Education in Physical Education, Arts Therapies and Psychomotricity, and Health Care Management) must apply for the Additional Requirements Assessment by the date stipulated for this by the degree programme. The date is after 15 January preceding the academic year.

Application dates for a master programme

Different application deadlines may apply for a master programme <u>www.han.nl/masters</u>. The rules for application for a master programme are included in chapter 6.

Applicant from a country outside the EEA

An applicant from outside the EEA has to apply via Studielink no later than 23:59 on 1 May prior to the 2025-2026 academic year. This is due to the visa procedure. When applying for a degree programme starting on 1 February 2026, the applicant must apply no later than 23:59 on 1 October 2025.

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 as a student from the start of the academic year and of access to HAN facilities, including online facilities.

If an applicant applies after the start guarantee date, it is possible that the enrolment process is not 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 <u>Student Charter</u>. It is not possible for the applicant to participate in education until their enrolment has been finalised. Also, the applicant is not yet entitled to access timetables, applications and systems.

The applicant should also be aware that after the start guarantee date activities such as the 21+ entry assessment or matching activities might no longer be organised by the degree programme before the start of the semester. This could result in the applicant not meeting the enrolment requirements before the start of the semester, thus preventing them from being enrolled in that degree programme at HAN.

The start guarantee date for the Master Applied Data Science degree programme is 15 August 2025.

1.4 Enrolment per 1 September 2025 or 1 February 2026

There is one intake date for the Master Applied Data Science degree programme during the academic year: 1 September 2025.

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 considers the study programme feasible if the applicant starts at the actual time of possible enrolment.

Enrolment applies 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 owes tuition fees for each month that they are enrolled as a student. An enrolment made at the start or during the academic year applies for the entire academic year or the 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 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 <u>Code of</u> <u>Conduct for International Students</u> applies.

1.7 Application as external student

Enrolment as an external student is only possible if 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.

1.8 Application withdrawal

Application withdrawal by applicant

If the applicant is not willing or able to start their chosen degree programme, they can withdraw their enrolment application via Studielink (<u>www.studielink.nl</u>). The 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 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, unless they have a payment arrangement with HAN. The applicant will be reminded by HAN several times – at least twice – of obligations that have not yet been met. Applicants and students will receive reminders through the email address that is linked to the Studielink account. 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).

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

A student 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.

Please note that a student who received a BNSA after 1 May is entitled to be admitted to a degree programme other than the one for which they received a BNSA. The requirement to apply by 1 May does not apply to this student. However, the student may be required to participate in matching activities.

BNSA received more than 3 years ago

An applicant who received a BNSA for a HAN degree programme more than three years ago may reapply for the same degree programme for which they received the BNSA.

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. If the applicant received the BNSA after 1 May, the requirement to apply before or on 1 May does not apply, but the degree programme does have a deadline regarding the guaranteed start. See section 1.3.

2 EDUCATION REQUIREMENTS FOR BACHELOR OR ASSOCIATE DEGREE PROGRAMME

3 MY MATCH

4 BACHELOR PROGRAMMES WITH ENROLMENT QUOTA AND DECENTRALISED SELECTION

5 DEGREE PROGRAMMES WITH ADDITIONAL REQUIREMENTS

6 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. The application deadline for the Master Applied data Science degree programme is: 1 August 2025.

6.1 Admission requirements

This section contains the qualitative admission requirements.

The following qualitative admission requirements apply for the Master Applied Data Science master programme:

- A sufficient level of programming (e.g. Python, R or comparable) and a sound background in mathematics and statistics. For the specific entry level of the applicant's knowledge of programming, statistics and mathematics for the Master's degree programme see table below.
- A suitable workplace (for at least 8 hours per week) to carry out assignments and the graduation project. The workplace should enable the student to work effectively on the graduation project. Additional requirements may depend on the content of the project.
- English at level B2 (or above) (European Framework of References).
- An admission interview with the degree programme. The degree programme organises an interview with all students who want to enrol. During the admission interview, we assess whether the potential student can, in principle, complete our programme successfully.

Programming skills (in Python)

The student applicant is able to

- set up his/her own development environment to program, test, and run simple Python scripts
- work with integrated development environments such as Python IDE, Jupyter Notebook, PyCharm, VisualStudio Code
- install Python packages
- use Python data types correctly, e.g. numbers, strings, arrays, lists
- apply standard operations on variables
- explain the different types of variables and data structures in Python
- use and write conditional operators e.g. if-else statements, control and loop statements, and own functions
- use modules and packages
- explain the scope of variables

- use basic functionality of NumPy arrays, Pandas data frames, matplotlib plots
- write Python scripts to load and save data, retrieve data from tab-, or comma-delimited files, store data in data objects, visualize data using scatter plots, box plots, histograms.

Statistics

The student applicant

- Is able to use data visualization
- knows mean, median, mode, modal, range, quartile, mean deviation, standard deviation
- knows univariant, bivariant data, scatter plots, outliers, correlation, variance, (co)variance
- knows concepts of probability, relative frequencies, independent and dependent events
- knows concepts of distribution (discrete and continuous)
- knows concepts of sampling, hypothesis testing, statistical tests, and p-value

Mathematics

The student applicant

- knows and correctly applies methods of differential calculus: limits, slope of a function, derivatives, finding minima/maxima, concept of integration
- knows and correctly applies equations and formulas, exponents, logarithm, polynomials, summation and product symbols, function of one or more variables
- knows and correctly applies vector operations and notation
- knows and correctly applies matrix operations and notation

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.

6.2 Capacity limitation for master programmes

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

 Advanced Nursing Practice, Applied Data Science, Circular Economy, Musculoskeletal Rehabilitation, Neurorehabilitation and Innovation and 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, which can be found at <u>www.han.nl.</u>

6.3 Procedure when maximum number of applications is exceeded

Below is the procedure that applies when the number of applicants exceeds the maximum number of places in the degree programme.

The applicant who is eligible (i.e. meets all admission criteria) will be placed on a reserve list according to date and time of registration confirmed by HAN through e-mail. If a person's registration is withdrawn, the next candidate will be placed on the reserve list. This will be possible until the end of August 2024 at the latest.

6.4 Data Codes of Conduct

After the applicant has enrolled in the master programme and has become a student of the master programme, the student:

- Will use the data provided to them in the course of their education in the Programme (henceforth: Data), for the specific purposes outlined by the instructor(s) responsible for the pertinent Unit of Study (henceforth: Instructors).
- Takes responsibility for their understanding of their obligations under these rules and the applicable legal framework in general. In case students are not confident about their understanding, they effectively and without delay seek sufficient clarification from their Instructors.
- Exclusively and transparently uses methods, techniques, tools and information systems for
 processing the Data in accordance with the directions given by their Instructors. These methods
 include effective avoidance of duplication of the Data. Moreover, it includes robustness of their
 work with respect to gradeability and evaluation of their applications of the Data to the eventual
 deletion of the Data, for example after termination of the Unit of Study or (unexpected)
 withdrawal of permissions with respect to processing the Data by its owner.
- Deletes effectively and without undue delay any data that, contrary to the previous point, has come to persist outside the information systems and data carriers in accordance with the directions given by their Instructors. Moreover, students must delete the Data effectively and without undue delay everywhere, irrespective of information system of data carrier status, once the Data's original purpose has expired.
- Never discloses the Data, or any part or derivative thereof to any unauthorized party, unless at the directions of the Instructors.

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 are announced before the start of the academic year.

Applicants can find the tuition fee amounts at <u>www.hanuniversity.com/tuitionfees.</u> 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.

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;
 - o 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.¹ 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.²
- 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.

¹So 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.

² To find out whether a degree programme belongs to the field of health or education, please refer to <u>www.duo.nl</u>, 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 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 (<u>the Financial</u> <u>Guarantee</u>).

7.6 Payment of tuition fees and administration costs

- Tuition fees may be paid either as a lump sum or in 10 instalments by direct debit (for the September intake).
- Students who pay in instalments are charged a €24 administration fee.
- Payments in instalments are collected in the months of September to June, around the 25th day of the month.
- The direct debit is arranged by issuing a 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.
- 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 enrols at HAN, they do not have to pay statutory tuition fees at HAN in that academic year, but instead arrange a Proof of Paid Tuition Fees (BBC) via Studielink. If the payment made elsewhere is lower than the statutory tuition fees payable at HAN, the applicant arranges a BBC via Studielink and pays the difference between the two amounts to HAN.
- Outstanding payments must be settled before the start of the academic year in which the student wishes to be enrolled, unless the student and HAN have made a payment arrangement.

7.7 Refund of tuition fees

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

Refund for payment in lump sum

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

The above also applies in a situation where a student dies in the course of the academic year. The refund 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 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 continuous 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.

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 (from 1 September).³ This also means the student will no longer have access to HAN applications or systems as of 1 September.

Students should also register on time, in the current academic year, for courses in the first term of the new academic year (through OSIRIS Student) 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 <u>Studielink</u>.

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 a student 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:
 - o irrevocably confirmed serious fraud;
 - o breach of the internal rules and disciplinary measures;
 - the causing of a serious nuisance in the buildings and on the grounds; see art. 7.57h of the Higher Education and Research Act;
 - an irrevocable decision by the Executive Board that a student has behaved or expressed themselves in a way that shows them to be unsuitable to perform one or

³ A student who does not wish to be re-enrolled, should arrange this via Studielink (see the step-by-step plan '<u>Do</u> <u>not re-enrol</u>'). By doing so 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 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, <u>bureau.klachtengeschil@han.nl</u>. The procedure and further information can be found at <u>Complaints and objections (han.nl)</u>.

OPEN UP NEW HAN_UNIVERSITY OF APPLIED SCIENCES HORIZONS.