



## **2025-2026 HAN MODEL ENROLMENT REGULATIONS**

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

School of Engineering and Automotive

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## INTRODUCTION

These regulations contain the rules about application, enrolment, re-enrolment, and termination of enrolment for the bachelor and master degree programmes of the School of Engineering and Automotive 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 [hanuniversity.com/contact](https://www.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>Academic year</b>	The time period starting on 1 September and ending on 31 August in the following year.
<b>Application</b>	An enrolment application for a degree programme at HAN.
<b>BNSA</b>	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.
<b>Dean</b>	The person who is appointed as such and who directs a HAN school.
<b>Degree programme</b>	All English-taught bachelor and master degree programmes of the School of Engineering and Automotive
<b>DUO</b>	Dienst Uitvoering Onderwijs (education executive agency).
<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>Entry Assessment Committee</b>	Committee that decides (on behalf of the Executive Board) whether an applicant is suitable for the degree programme.
<b>Executive Board</b>	The institutional board of HAN.
<b>External student</b>	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 the <a href="#">Student Charter</a>
<b>HAN</b>	HAN University of Applied Sciences.
<b>Higher Education and Research Act</b>	The Higher Education and Research Act (in Dutch: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek).
<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>Matching advice</b>	HAN issues matching advice to each student who has registered for and participated in matching activities (My Match).
<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>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>Re-enroller</b>	A student who is enrolled or was previously enrolled in a degree programme at HAN and is being enrolled at HAN again.
<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>Studielink</b>	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
<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>WSF2000</b>	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 ([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, 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.
  - Also specify which organisation the copy is intended for.
  - 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 Code of Conduct for International Students in Dutch Higher Education.

## **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 not possible after 15 January.

#### Application for a degree programme with an additional requirements assessment

HAN School of Engineering and Automotive does not have any degree programmes with additional requirements.

#### Application dates for a master programme

Different application deadlines 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 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 Student Charter. 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 application deadline may differ for applicants from abroad.

The start guarantee date for the English taught programmes of HAN school of Engineering and Automotive is as follows:

- for EU / EEA students: 15 August 2024
- for non-EU / non-EEA students: 1 May 2024



## **1.4 Enrolment per 1 September 2025 or 1 February 2026**

Enrolment for English taught programmes of HAN School of Engineering and Automotive is only applicable per 1 September 2025.

### 1 February 2026 intake

Not applicable.

### 1 February 2026 intake

~~An enrolment with a 1 February intake date applies for the remainder of the academic year (up to and including 31 August). A student who has applied and is enrolled for the February intake must re-enrol via Studielink for the following academic year (which starts on 1 September). Re-enrolling in Studielink is possible from June. Students receive an email about this from HAN to the email address linked to their Studielink account.~~

## **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 Code of Conduct for International Students 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 ([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 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](mailto: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**

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

The applicant needs at least one of the following diplomas to enrol in a bachelor or associate degree programme at HAN<sup>1</sup>:

- HAVO
- VWO
- MBO level 4
- Gymnasium A old style
- Gymnasium B old style
- Associate degree certificate
- Bachelor degree certificate from university of applied sciences or university
- Master degree certificate from university of applied sciences or university
- A degree certificate giving access to higher education in a country that has ratified the 'Convention on the Recognition of Qualifications concerning Higher Education in the European Region'.
- A (Dutch or foreign) diploma that has been designated by treaty or by the minister as at least equal to a HAVO diploma.
- A (Dutch or foreign) diploma that is considered at least equal to a HAVO, VWO or MBO diploma, based on a decision by the dean. The dean will base their decision about the foreign diploma on the credential valuation by Nuffic.
- diploma of a Language and Prep Program (LPP)<sup>2</sup> with the appropriate profile from a government-funded university of applied sciences with diploma recognition from the Education Inspectorate.

#### No diploma

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

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<sup>1</sup> When referring to VWO/HAVO and MBO diplomas, this also includes MBO/HAVO/VWO diplomas earned on the BES islands (Bonaire, St. Eustatius, Saba) and diplomas earned in the Netherlands Antilles before 10-10-2010.

<sup>2</sup> This diploma has been declared equivalent in Executive Board decision number 2023/2219 and it has been agreed within the Netherlands Association of Universities of Applied Sciences that universities of applied sciences recognise each other's programs.

## **2.2 Profile and subject requirements**

In addition to the diploma specified in [section 2.1](#), the following (special) education requirements also apply to the degree programmes of HAN School of Engineering and Automotive.

The secondary education certificate needs to show satisfactory grades in these subjects:

- English
- Physics
- Mathematics

If the applicant does not meet the profile and/or subject requirements, this deficiency has to be compensated before enrolment is possible. The applicant may still meet the requirements by passing a deficiency exam, as referred to in [section 2.3](#), for each subject for which they did not take the final exam.

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

If the applicant has a HAVO or VWO diploma but does not meet the profile and/or subject requirements, this deficiency must be compensated. The applicant may still meet the requirements by passing a deficiency exam, as referred to in [section 2.3](#), for each subject for which they did not take the final exam. The deficiency exam must be passed before enrolment is possible.

Applying for a deficiency exam is only possible after applying on Studielink for a bachelor or associate degree programme at HAN ([www.studielink.nl](http://www.studielink.nl)). The applicant will receive a message about this through My Application (OSIRIS). A financial contribution is required to participate in a deficiency exam. The deficiency exams are described in more detail on the web pages of the relevant degree programme, which can be found at [www.han.nl](http://www.han.nl).

## **2.4 Additional requirements**

Not applicable.

## **2.5 Sufficient language proficiency**

### Dutch-taught degree programmes

If the degree certificate or diploma of the prior education was not issued in the Netherlands, the applicant has to show that their Dutch is sufficient to successfully follow the degree programme. This can in any case be shown by earning:<sup>3</sup>

- State Exam for Dutch as a Second Language, programme II
- Certificate Dutch as a Foreign Language from the Taalunie

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<sup>3</sup> Also by completing the HAN Language and Prep Program as referred to in Executive Board decision number: 2023/2219, the prospective student has met the language requirement.

- German prior education diploma with a grades list showing the applicant took Dutch as a subject at B2 level.
- A diploma recognised by the Education Inspectorate for a Language and Prep Program at one of the government-funded universities of applied sciences.

If the applicant can show in another way than above that they sufficiently master Dutch, they can indicate this in My Application (OSIRIS). The Admissions Office will then submit the application to the board of examiners of the degree programme for which the applicant has applied. The board of examiners then decides whether the applicant has sufficient Dutch to successfully follow the degree programme and informs the applicant and Admissions Office of its decision in writing.

#### Postponement

If the applicant can demonstrate that they are unable to meet the language requirement due to circumstances beyond their control, the board of examiners may, in exceptional cases, grant a postponement for submitting the evidence. If a postponement is granted, the applicant will be enrolled in the relevant degree programme and can participate in the educational activities, but cannot yet participate in the exams and modular exams until they have met the language requirement.

#### English-taught degree programmes

The Automotive, Embedded Systems Engineering, Electrical and Electronic Engineering, Mechanical Engineering degree programme is (also) offered in English. The applicant can demonstrate that their English is sufficient to successfully follow the degree programme.

This evidence can be provided by:

*TOEFL iBT\* score of 80 or higher*

*IELTS (academic) score of 6.0 or higher with no sub-scores below 5.0*

*Cambridge FCE Grade C minimum score 169 / CAE / CPE*

*\*Please note that home editions are not accepted. Only tests taken at an examination centre are considered. Also, you can ask ETS TOEFL to send us your score directly by using the HAN University of Applied Sciences code: 7832.*

For the master degree programme Engineering Systems are (also) offered in English. The applicant can demonstrate that their English is sufficient to successfully follow the degree programme by taking a language test.

We accept:

- TOEFL iBT\*\* score of 80 or higher
- IELTS (academic) score of 6.0 or higher with no sub scores below 6.0
- Cambridge FCE Grade C minimum score 169 / CAE / CPE

\*\* Please note that home editions are not accepted. Only tests taken at an examination centre are considered. Also, you can ask ETS TOEFL to send us your score directly by using the HAN University of Applied Sciences code: 7832.

#### Exemption

If the applicant can show in another way than above that they sufficiently master English, they can indicate this in My Application. You can do this if you have one of the following diplomas:

International Baccalaureate Diploma Programme (IBDP);

International Baccalaureate Career-Related Programme (IBCP);

European Baccalaureate (English Language 1 or 2) or

One of the diplomas on the Nuffic list that includes English as part of the curriculum.

You are also not required to do a language test if you completed your primary or secondary education in English in one of the following countries:

Australia, Canada (not including Quebec), Ireland, New Zealand, U.S.A. or the U.K.

A Dutch applicant who applies for an English-taught degree programme meets the language requirements if they have earned at least an MBO-4 or HAVO diploma. The regulation under 'Postponement' above also applies to the language requirement for English-taught degree programmes.

You have one of the diplomas on the Nuffic list (see <https://www.hanuniversity.com/en/study-and-living/admissions/admissions-requirements/Diploma-List-Exemptions-English-Proficiency-Test-Netherlands.pdf>) and English was part of the curriculum.

## **2.6 21+ entry assessment**

An applicant can take the 21+ entry assessment given by the degree programme if they do not meet the education requirements as defined in [section 21](#) and will be at least 21 years old at the start of the degree programme in the year relevant to the application.

To apply for a 21+ entry assessment, the applicant must first submit an enrolment application in Studielink for a HAN degree programme and then indicate in My Application (OSIRIS) that they wish to participate in an entry assessment.

These two actions must be completed at least 10 work days before the exam sitting. A financial contribution may be charged for participation in a 21+ entry assessment. For more information, see the webpages for the degree programme at [www.han.nl](http://www.han.nl).

The entry assessment committee assesses whether the applicant is suitable for the degree programme and whether the applicant demonstrates sufficient Dutch proficiency to successfully follow the degree

programme. In their decision, the committee considers both the requirements and assessment results. If the applicant is found suitable, the dean gives exemption from the education requirements exclusively for the degree programme for which the exemption is given. Because the 21+ entry assessment is offered in the language of instruction of the HAN degree programme, the result is not valid for the same degree programme offered in a different language of instruction.

#### Parts of the 21+ entry assessment

The content of the 21+ entry assessment is included in the education and examination regulations of the degree programme. The education and examination regulations are part of the degree statute and can be found under the degree programmes website under practical information.

#### Exemptions for parts

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

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

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

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

#### Validity of 21+ entry assessment

HAN's entry assessment is valid for the HAN degree programme in the language of instruction for which the assessment was completed.<sup>4</sup> An entry assessment completed with a satisfactory result is valid for two years from the date of the assessment result.

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

The English-taught bachelor degree programmes of the School of Engineering and Automotive are not offered in the part-time format.

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<sup>4</sup> If the applicant passes the HAN entry assessment, that assessment can be used to apply for exemptions from parts of the HAN entry assessment for another HAN degree programme when enrolling for that HAN degree programme.



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

To be enrolled in the main phase (post-propaedeutic phase) of a bachelor programme, the student must hold a propaedeutic certificate for the degree programme. This can also be a propaedeutic certificate for a joint final assessment for the propaedeutic phase of that bachelor programme and one or more other bachelor programmes.

An applicant may be exempted from the above requirement by the dean if the applicant holds a certificate that is at least equal to the required propaedeutic certificate. If that certificate was issued abroad, the provisions of section 2.5 apply with regard to proficiency of the language in which the degree programme is offered. The applicant can submit a request for this exemption through My Application (OSIRIS).

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

## **3 MY MATCH**

### **3.1 My Match option prior to enrolment**

HAN offers various matching activities that help applicants gain insight into their match with the chosen bachelor or associate degree programme (full-time, part-time and work-study) before they enrol. The activity offerings are known as 'My Match'. Applicants have the right to participate in matching activities if they wish. However, this is not an enrolment requirement. These provisions on My Match are not applicable to:

- Applicants for the Selection & Placement bachelor programmes listed in chapter 4 (degree programmes with an enrolment quota);
- Applicants for the degree programmes listed in [chapter 5](#) that have additional requirements;

In addition, the matching activities for applicants of part-time and work-study programmes are included in the personal intake interview with staff of the degree programme.

Applicants are advised to apply no later than 1 May 2025 and to participate in matching activities for the degree programme. For application after 1 May, applicants can still participate in matching activities until no later than 1 July.

### **3.2 Content and procedure**

My Match for this degree programme consists of the following:

Information about the application process is included on the website of the degree course and in the personal emails the applicant receives when applying for the degree course.

The applicant chooses from the matching activities offered by the degree programme. In case of a positive match and based on their own thoughts and conclusion, the applicant can finalise their choice for the degree programme in OSIRIS. The degree programme adopts this conclusion as matching advice.

During the matching process, the degree programme can give solicited and unsolicited advice about personal, programme-specific actions the applicant should take, such as focusing on specific knowledge or skills before the programme starts.

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

Not applicable.

## **5 DEGREE PROGRAMMES WITH ADDITIONAL REQUIREMENTS**

Not applicable.

## **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.

### **6.1 Admission requirements**

This section contains the qualitative admission requirements.

The following qualitative admission requirements apply for apply for the master programme in Engineering Systems:

Degree and marks

Holding a bachelor degree in Automotive, Electrical Engineering or Mechanical Engineering or possessing the knowledge, understanding and skills at the level of this bachelor degree.

In addition to the general admission requirement students can be admitted with a bachelor in Automotive, Electrical Engineering or Mechanical Engineering and at least a 7 (10-point scale) for physics and mathematics. Detailed information can be found on:

[Admission into master Engineering Systems \(hanuniversity.com\)](https://www.hanuniversity.com).

Language

This degree program is offered in English. If you want to successfully complete a degree program offered in English, you need to have sufficient mastery of the language. Detailed information can be found on: [Admission into master Engineering Systems \(hanuniversity.com\)](https://www.hanuniversity.com).

CV and motivation

In addition to the general admission requirement a motivation letter and a CV have to be submitted.

Detailed information can be found on: [Admission into master Engineering Systems \(hanuniversity.com\)](https://www.hanuniversity.com).

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.

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**

Not applicable

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

Not applicable

# **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 [www.hanuniversity.com/tuitionfees](http://www.hanuniversity.com/tuitionfees). 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>5</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>6</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).

### **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 (the *Financial Guarantee*).

### **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.

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<sup>5</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>6</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.

- 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 enrolls 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).<sup>7</sup> 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 [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 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:
  - 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;
  - 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

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<sup>7</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.



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 \(han.nl\)](#).

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