



# Regulations on admission to and enrolment at Zuyd University of Applied Sciences 2018-2019



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## CHAPTER 1 GENERAL PROVISIONS

### Article 1.1 Basis of regulations and scope

#### Paragraph 1 Basis

These regulations set out the implementation of the statutory rules from Chapter 7, Parts 2 and 3 of the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW) as well as the associated Dutch ministerial regulations on registration and admission to higher education (*Regeling aanmelding en toelating hoger onderwijs*) which apply to admission to, enrolment for, and deregistration/termination of enrolment from a study programme at the university of applied sciences, and comprise the procedural rules as referred to in Article 7.33, paragraph 1, WHW.

#### Article 2 Scope

Unless explicitly indicated otherwise, these regulations apply to anyone enrolling for the academic year 2018-2019 for both funded and non-funded Associate degrees, Bachelor's study programmes, and Master's study programmes at the university of applied sciences.

#### Paragraph 3 Definition of terms

Consecutive academic years	An enrolment as a student with no interruption in the transition from one academic year to the subsequent academic year.
Applicant	A person who has registered in Studielink to enrol for a study programme at Zuyd University of Applied Sciences.
Study programme choice check advice	The study programme choice check as defined in Article 7.31b, paragraph 2, WHW.
Final specialization	A course programme decided by the dean consisting of a cohesive package of post-propaedeutic phase study units. The final specialization is specified on the degree certificate.
Associate degree programme (Ad)	Initial study programme [Articles 7.3 and 7.3a, WHW]. An associate degree programme has a study load of 120 credits as stated in Article 7.4b, paragraph 1, WHW. A student who has passed the final examinations will be awarded an Associate degree. The subject or professional field for which the degree has been awarded may be added to the certificate.
Bachelor's programme	Initial higher vocational education (HBO) study programme [Articles 7.3 and 7.3a, WHW]. A student who has passed the final examination will be awarded a <i>Bachelor's</i> degree. For each study programme, the Board of Governors will add such information to the degree title as it decides.
BES islands	Bonaire, St. Eustatius, and Saba.
Examinations Appeals Board	The Examinations Appeals Board (CvBE) as referred to in Article 7.60, WHW.
Board of Governors	The governing body of the university of applied

	sciences as referred to in Article 10.2, WHW and Article 1.1, under j, WHW.
Part-time study programme	A study programme designed so that in addition to studying, the student can also carry out other work. This work may qualify as study units subject to conditions imposed by the Board of Examiners. (Article 7.27, WHW).
Dual study programme	Study programme whereby one or more periods of study may be exchanged for periods of work experience related to the programme. Such a study programme will therefore contain study and work elements. The work element is a part of the study programme and can therefore qualify for course credits (Article 7.7, WHW).
Concluding examinations	The foundation year or final examinations of a study programme (Articles 7.8 and 7.10, WHW).
Board of Examiners	The body responsible for determining in an objective and expert manner whether a student meets the conditions laid down by the education and examination regulations regarding the knowledge, understanding, and skills required for the award of a degree (Article 7.12, WHW).
Examiner	A person designated by the Board of Examiners (and who may or may not be an employee of the university) who administers the unit examinations and documents the results thereof (Article 7.12c, WHW).
External student	A student enrolled by the university of applied sciences as an external student and who according to Article 7.36, WHW, has the right to sit the unit examinations of the units of study belonging to the study programme, as well as the examinations and concluding examinations belonging to the study programme, and in principle is entitled to access the establishments and collections of the university of applied sciences, such as the library.
Dean	The head of the faculty as referred to in Article 10.3 b, paragraph 3, WHW.
Fraud	the deliberate acts or omissions of a student – including <i>plagiarism</i> – that make it partially or completely impossible for the examiner to give an accurate assessment of the student's knowledge, understanding, and skills. (See: Zuyd Handbook for the Boards of Examiners)
Institution	Zuyd University of Applied Sciences as run by the Zuyd University of Applied Sciences Foundation, registered in Heerlen.
IND	The Dutch Immigration and Naturalization Service
Registration	Registration as a student or external student (Article 7.32, WHW). Registration takes place per study programme.

Institutional Tuition Fee	The tuition fee for any academic year as laid down by the Board of Governors that is payable by students enrolling for a study programme at the university of applied sciences who, on the basis of Article 7.45a, paragraph 1, WHW, may not claim the application of statutory tuition fees.
Master's study programme	Master's study programmes within higher vocational education (Article 7.3a, paragraph 2, under c and Article 7.3b, under b, WHW) A student who has passed the final examinations will be awarded a Master's degree. For each study programme, the Board of Governors will add such information to the degree title as it decides.
Education and Examination Regulations	The Education and Examination Regulations (EER) of each study programme are based on Zuyd University of Applied Science's Model EER (MEER). The MEER contains all provisions that apply to all study programmes of the university of applied sciences. These are supplemented in the EER by provisions that specifically apply to the study programme (Article 7.13, WHW).
Programme	A cohesive package of study units aimed at achieving well-defined objectives as to knowledge, understanding, skills, and attitude that the student following such programme must acquire (Article 7.3, WHW). Study programmes are either full-time, part-time, or dual.
Study programme option	The full-time, part-time, or dual option in which a study programme is offered.
Post-propaedeutic phase (Post-first-year phase)	The phase of the study programme following the propaedeutic (first-year) phase and which is concluded by final examinations.
Propaedeutic phase (first-year phase)	The phase concluded by the propaedeutic (foundation) examinations (Article 7.8, paragraph 3, WHW).
<i>Regeling aanmelding en toelating hoger onderwijs</i>	Dutch ministerial regulation of 3 April 2014 stipulating regulations with regard to registration for and admission to Dutch higher education.
Student	The person registered as a student of the university of applied sciences (Articles 7.32-7.34, WHW)
Student counsellor	A staff member who advises the student on matters involving study and student life. The student counsellor also assists and mediates in personal problems of any kind, material or otherwise.
Notice to terminate or continue studies	A binding recommendation issued to the student during the first year of the propaedeutic phase on whether or not to continue with the study programme. This notice may entail the student's rejection for further participation in the study programme. [see: Regulation regarding Continuation or Termination of Studies

Academic year	The period commencing on 1 September of any year and ending on 31 August of the following year (Article 1.1, WHW).
Study programme choice check	The study programme choice activities as defined in Article 7.31b, paragraph 1, WHW.
Studielink	The online enrolment wizard with which prospective and current students may enrol and re-enrol for or deregister from a study programme and through which they can communicate to the university of applied sciences any amendments to personal or address details (see: <a href="http://www.studielink.nl">www.studielink.nl</a> ).
Full-time study programme	A full-time study programme is a study programme designed in such a way that other activities besides educational activities may be undertaken.
Exemption	Full or partial exemption from the obligation to meet certain requirements. An exemption may relate to a unit examination or certain supplementary requirements regarding previous qualifications .
WEB	The Dutch Adult and Vocational Education Act ( <i>Wet educatie en beroepsopleiding</i> ), as published in the Bulletin of Acts and Decrees 1995, no. 501, including any subsequent amendments and additions.
Website	<a href="http://www.zuyd.nl">www.zuyd.nl</a>
Statutory tuition fees	The tuition fees in any year that have been set by or under the WHW for full-time, part-time, and dual students who meet the requirements as stipulated in Article 7.45a, paragraph 1, WHW. Matters as laid down in Article 7.45, paragraph 4 (full-time) or paragraph 5 (part-time and dual), WHW.
WHW	The Dutch Higher Education and Scientific Research Act ( <i>Wet op het hoger onderwijs en het wetenschappelijk onderzoek</i> ), as published in the Bulletin of Acts and Decrees 1992, no. 593, plus any subsequent amendments and additions.

## CHAPTER 2 REQUIREMENTS FOR PREVIOUS QUALIFICATIONS (BACHELOR'S PROGRAMMES AND ASSOCIATE DEGREE PROGRAMMES)

### Article 2.1 General requirements for previous qualifications (Dutch school system)

#### **Paragraph 1 Requirements for previous qualifications (Associate degree programmes and Bachelor's programmes)**

In order to be eligible for enrolment as a student or external student, the applicant must be in possession of one of the following certificates:

- a. a pre-university education diploma (VWO in the Dutch school system);
- b. a senior general secondary education diploma (HAVO in the Dutch school system);
- c. a diploma from a middle-management training programme or a specialist study programme or a professional study programme designated by the ministerial regulation, based on the Dutch Adult and Vocational Education Act, WEB (Article 7.24, WHW).

- d. a certificate of the propaedeutic (foundation) examination of a Bachelor's programme at a Dutch university of applied sciences or Dutch university;
- e. a certificate of the final examination of a Bachelor's programme at a Dutch university of applied sciences or a Dutch university;
- f. a diploma as referred to in a, b, or c, awarded on one of the BES islands (Caribbean Netherlands).

**Paragraph 2 Requirements for previous qualifications (three-year pre-university education diploma [VWO] path)**

- 1. To be eligible for admission to a three-year pre-university education path with 180 course credits as referred to in Article 7.9a, WHW, the applicant must be in possession of:
  - a. a pre-university education diploma (VWO), awarded in the Netherlands or on one of the BES islands;
  - b. a certificate that is equivalent to the one stipulated under a.
- 2. In any event, the following are equivalent to the certificate as stipulated under a:
  - a. a certificate of the propaedeutic (foundation) examination of a Bachelor's programme at a Dutch university of applied sciences; or
  - b. a certificate of the final examination of a Bachelor's programme at a Dutch university of applied sciences or a Dutch university;

Article 2.2 Exemption from general requirements for previous qualifications on the basis of previous qualifications

**Paragraph 1 Qualifications gained outside the Netherlands**

- 1. Those in possession of a certificate which meets the following conditions are exempt from the requirements for previous qualifications as referred to in Article 2.1, paragraph 1.
  - a. The certificate has been gained outside the Netherlands;
  - b. The country in which the certificate was awarded has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (*Trb. (treaty series) 2002, 137; Lisbon, 11 April 1997*)
  - c. The certificate concerned is accepted by institutions of higher vocational education in the country of issue for the purposes of admission to higher education.
- 2. Those in possession of a certificate which meets the following conditions are exempt from the requirements for previous qualifications as referred to in Article 2.1, paragraph 2.
  - a. The certificate has been gained outside the Netherlands;
  - b. The country in which the certificate was awarded has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (*Trb. (treaty series) 2002, 137; Lisbon, 11 April 1997*)
  - c. The certificate concerned is accepted by universities in the country of issue for the purposes of admission to university education.

**Paragraph 2 Equivalent diplomas**

The holder of a qualification designated in the ministerial regulation, which qualification is indicated as at least equivalent to a qualification as referred to in Article 2.1, paragraph 1, is exempt from the requirements for previous education set out in Article 2.1, paragraphs 1 and 2.

**Paragraph 3 Exemption from requirements for previous qualifications**

The Dean can grant exemption from the requirements for previous qualifications as referred to in Article 2.1, paragraph 1 or paragraph 2, to those in possession of a certificate (that may or may not have been awarded in the Netherlands) which, by judgement of the Dean, is at least equivalent to a certificate as referred to in Article 2.1, paragraphs 1 and 2.

#### **Paragraph 4 Language requirements**

If exemption from the requirements for previous qualifications is awarded on the basis of a certificate issued outside the Netherlands, the applicant must meet the language requirements as referred to in Article 2.9.

#### Article 2.3 Exemption on the basis of an investigation for admission

##### **Paragraph 1 Investigation**

The Dean may exempt a person aged twenty-one (21) years or older from the requirements for admission to a study programme set out in Article 2.1 if an investigation by the committee instituted by the Dean reveals that such person:

- a. is suitable for the study programme for which exemption is requested;
- b. has sufficient mastery of the Dutch language in order to successfully follow the study programme, if this concerns a study programme taught in Dutch;
- c. has sufficient mastery of the English language in order to successfully follow the study programme, if this concerns a study programme taught in English;
- d. sufficient mastery of Dutch and/or English. A student is considered to have sufficient mastery of Dutch or English if the level of the student corresponds to the stipulations in Article 2.9.

##### **Paragraph 2 Requirements**

The requirements to be imposed within the context of the investigation can be found in the Education and Examination Regulations (EER) as well as on the university of applied science's website under the admission requirements of the relevant study programme.

##### **Paragraph 3 Deviations from age limit for arts programmes**

In terms of study programmes in the arts, the Dean may in particular cases deviate from the age limit stipulated in the first paragraph.

##### **Paragraph 4 Deviations from age limit in case of absence of qualification from outside the Netherlands**

With regard to holders of a qualification awarded outside the Netherlands that is accepted by an institution of higher education for the purposes of admission to a study programme, the Dean can in particular cases deviate from the age limit stipulated in the first paragraph if the diploma cannot be produced.

#### Article 2.4 Further requirements in terms of previous qualifications

##### **Paragraph 1 Further requirements in terms of previous qualifications**

Admission to a number of study programmes is subject to further requirements in terms of previous qualifications with regard to the profile and subjects, as specified in the *Regeling aanmelding en toelating hoger onderwijs*. These requirements can be found on the university of applied science's website.

##### **Paragraph 2 Investigation of lacunae**

The Dean can nevertheless decide to admit a candidate who does not meet the requirements as stipulated in paragraph 1, provided the candidate meets requirements that are comparable by nature and which are tested in an investigation of which the form and content is decided by the Dean.

The university of applied science's website sets out to which study programmes this applies. The following is stated for each study programme that is subject to an investigation:

- a. the date(s) on which the investigation takes place;
- b. the requirements imposed. These requirements are also included in the Education and Examination Regulations (EER) of the relevant study programme.

Article 2.5 Special further requirements in terms of previous qualifications (Education in Primary Schools)

Special further requirements in terms of previous qualifications apply to the study programme Education in Primary Schools. These requirements relate to the knowledge areas: geography, history, and the 'nature and technology' examination subjects (for HAVO and VWO).

Article 2.6 Supplementary requirements

**Paragraph 1 Supplementary requirements in connection with profession**

A number of study programmes are subject to supplementary requirements, as the practice of the profession(s) for which the study programme trains the students imposes specific requirements in terms of knowledge and skills that are not or not adequately taught in secondary education and vocational education as referred to in the WEB, or imposes specific requirements as regards the qualities of the student.

**Paragraph 2 Supplementary requirements in connection with the organization and design of the study programme**

A number of study programmes are subject to supplementary requirements, as the organization and design of the teaching places specifies requirements in terms of knowledge and skills that are not or not adequately taught in secondary education and vocational education as referred to in the WEB, or imposes specific requirements as regards the qualities of the student.

**Paragraph 3 Location of supplementary requirements**

The supplementary requirements can be found in the *Regeling aanmelding en toelating hoger onderwijs, annex D and E.* These requirements can be found on the website of the institute under the admission requirements of the relevant study programme.

**Paragraph 4 Selection criteria and selection procedure**

The Dean lays down regulations for the selection criteria and selection procedure. The selection criteria may only contain requirements that are directly linked to the requirements and grounds referred to in paragraphs 1 and 2. The selection criteria and selection procedure are mentioned on the university of applied science's website.

Article 2.7 Supplementary requirements for study programmes and teacher training programmes in the field of art

**Paragraph 1 Supplementary requirements**

Study programmes and teacher training programmes in the field of art are subject to supplementary requirements in connection with the organization and design of the teaching or the knowledge and skills of the prospective students. The supplementary requirements can be found in the *Regeling aanmelding en toelating hoger onderwijs, annex D.*

**Paragraph 2 Selection criteria and selection procedure**

For the purposes of implementing the requirements specified in paragraph 1, the Dean lays down selection criteria for the relevant study programme. The selection criteria may only include requirements that have a direct connection to the requirements as referred to in paragraph 1. These requirements are published on the university of applied science's website.

**Paragraph 3 Committee**

For each study programme, the Dean institutes a committee which investigates whether prospective students meet the requirements and criteria specified in paragraphs 1 and 2. The committee provides justified advice to the Dean for each student.

**Paragraph 4 Decision on admissibility and proof of admission**

Taking into consideration the advice from the committee specified in paragraph 3, the Dean makes a decision with regard to the admissibility of each participant in the investigation. The Dean issues proof of admission to all participants admitted.

## Article 2.8 Requirements with regard to employment

The Dean may set requirements with regard to the work activities that must be undertaken in the course of the study programme if these activities are indicated as study units in the Education and Examination Regulations (EER). Any requirements are mentioned under the relevant study programmes on the university of applied science's website.

## Article 2.9 Language requirements

### **Paragraph 1 Language requirements for Dutch-taught study programmes**

Those in possession of a previous certificate awarded outside the Netherlands which is accepted by institutions of higher vocational education (HBO) for the purposes of admission and who would like to enrol on a Dutch-taught study programme must submit a level-two 'Staatsexamen NT2' diploma.

The Dean can decide that another diploma or certificate is equivalent to the diploma referred to in the first full sentence of this paragraph.

### **Paragraph 2 Language requirements for English-taught study programmes**

1. Those in possession of a previous certificate awarded outside the Netherlands that is accepted by institutions of higher vocational education (HBO) for the purposes of admission and who would like to enrol on a English-taught study programme must possess the following prior to enrolment:
  - a. an IELTS test with a score of at least 6 overall, TOEFL (550 paper), TOEIC<sub>2</sub> (620), Cambridge ESOL level certificates (at least CAE-C); or
  - b. a certificate that has been awarded in one of the following countries: Australia, Canada, Ireland, New Zealand, the United Kingdom, the United States of America; or
  - c. those in possession of an accredited international American high school diploma, British International GCSEs and GCE A levels or AS level certificates, or an International Baccalaureate (IB).
2. Zuyd University has signed the Code of conduct with respect to international students in higher education.

## Article 2.10 Enrolment restriction

### **Paragraph 1 Decentralized selection**

A selection procedure is implemented when a study programme only has a fixed number of positions available and there are more applications than the maximum capacity that the study programme can accommodate.

### **Paragraph 2 Selection procedure and selection criteria**

The selection procedure and selection criteria are published on the university of applied science's website and sent to all candidates in good time.

### **Paragraph 3 Applicable provisions**

The procedure is subject to the provisions of the WHW and the *Regeling aanmelding en toelating hoger onderwijs*.

## CHAPTER 3 STUDY PROGRAMME CHOICE CHECK FOR APPLICANTS TO A BACHELOR'S PROGRAMME AND ASSOCIATE DEGREE PROGRAMME

### Article 3.1 Study programme choice check

The study programme choice check includes the modalities of study choice activities and the study programme choice check advice as referred to in Article 7.31a to 7.31d inclusive, WHW. The content and procedure of the study programme choice check are laid down in the Study Programme Choice Check Regulations (*Regeling Studiekeuzecheck*).

## CHAPTER 4 REQUIREMENTS IN TERMS OF PREVIOUS QUALIFICATIONS AND ADMISSION FOR MASTER'S PROGRAMMES

### Article 4.1 Requirements in terms of previous qualifications

To be eligible for enrolment as a student on a Master's programme, the general admission requirement is that:

- a. applicants must be educated to Bachelor's or Master's level in higher vocational education (HBO) or university education (WO); or
- b. applicants must have knowledge, understanding, and skills to Bachelor's level in university education or Bachelor's level in higher vocational education.

### Article 4.2 Exemption from requirements for previous qualifications

The Dean can grant exemption from the requirement specified in Article 4.1 to those with knowledge, understanding, and skills to Bachelor's degree level in university education or Bachelor's degree level in higher vocational education.

### Article 4.3 Other admission requirements

Alongside the requirements specified in Article 4.1, the Dean can impose other requirements for admission to Master's programme. These requirements are included in the Education and Examination Regulations (EER) and can be found on the university of applied science's website.

## CHAPTER 5 REGISTRATION AND ENROLMENT

### Article 5.1 Enrolment conditions

#### **Paragraph 1 Propaedeutic phase**

The enrolment for the propaedeutic phase of a study programme, or the enrolment for the first period of an association degree programme with a study load of 60 credits, is open to those who:

- a. are eligible for admission to the relevant study programme on the basis of the stipulations in Chapter 2; and
- b. are in possession of a proof of admission from DUO (Dienst Uitvoering Onderwijs, the Education Executive Agency) if it is their first enrolment for the propaedeutic phase of a study programme which is subject to a restriction on enrolment; is in possession of a proof of admission from Studielink; and

- c. has not previously received a binding notice to terminate studies for the relevant study programme within Zuyd University of Applied Sciences or can demonstrate that this binding notice to terminate studies has been withdrawn; and
- d. has met the financial obligations as described in paragraph 4 of this Article; and
- e. meets the remaining requirements in this Chapter.

### **Paragraph 2 Post-propaedeutic phase**

1. The enrolment for the post-propaedeutic phase of a study programme is open to those who:
  - a. are in possession of the propaedeutic certificate of the study programme, obtained at Zuyd University of Applied Sciences; and
  - b. have met the remaining enrolment conditions specified in this Chapter.
2. The Dean can grant the holder of a qualification (whether or not this has been awarded in the Netherlands) an exemption from the requirement as referred to in the first paragraph, provided the Dean judges the said qualification to be at least equivalent to the certificate as understood in the first paragraph. Should this concern a qualification gained outside the Netherlands, then the Dean can also decide that the applicant may not sit any examinations or components thereof until, subject to the satisfaction of the relevant Board of Examiners, proof is provided of sufficient mastery of the Dutch language so that the study programme can be followed successfully.
3. The Board of Examiners can grant exemption from the unit examination of the respective study programme at Zuyd University of Applied Sciences to the holder of a propaedeutic certificate of a study programme that has been obtained at another university of applied sciences, In which case, the proof of said exemption will be seen as equivalent to the certificate as understood in the first paragraph of this Article. In such a case, no propaedeutic certificate will be issued.
4. If a student has not yet passed the propaedeutic examination, or is exempt from sitting one or more unit examinations for the propaedeutic phase, the Board of Examiners may at the request of the student permit the student to sit one or more unit examinations for the post-propaedeutic phase unless – in the judgement of the Board of Examiners – this would be an impediment to academic progress.

### **Paragraph 3 Master's programmes**

The enrolment for a Master's programme is open to those who:

- a. meet the requirements in terms of previous qualifications and admission as specified in Chapter 4; and
- b. have met the remaining enrolment conditions specified in this Chapter.

### **Paragraph 4 Students' obligations with regard to tuition fees and examination fees**

A student or external student is considered to have met the obligations with regard to tuition fees and examination fees if prior to the beginning of the academic year (at the latest 31 August or 31 January for study programmes with a February intake):

- a. a digital authorization for payment of the due tuition fees has been set up via [www.studielink.nl](http://www.studielink.nl). The administration costs (if payments are made in instalments) amount to a single payment of €24;
- or
- b. the total tuition fees or examination fees have been successfully transferred to the bank account of Zuyd University of Applied Sciences; or
- c. Finance and Control Services has received a declaration of consent that an adult student or adult external student is not paying the tuition fees or examination fees themselves.

The student must submit a written declaration that they agree that a third party which has been named in said declaration is paying the tuition fees or examinations fees on behalf of the student, or

d. Finance and Control Services has received a letter of guarantee in which an employer states that they will pay the tuition fees or examination fees applicable to the student or external student. The student or external student must submit a written declaration that they agree that the employer which has been named in said letter is paying the tuition fees or examinations fees on behalf of the student.

e. Finance and Control Services has received a declaration from another funded higher education

institution as regards the tuition fees paid for the student to be enrolled at Zuyd University of Applied Sciences.

### **Paragraph 5 Residence permit**

Students are only eligible for enrolment if they can demonstrate that:

- a. they are a Dutch national or are treated as such on the basis of a statutory provision; or
- b. they are a foreign national and are younger than eighteen (18) years on the first day of the study programme for which the first enrolment is requested; or
- c. they are a foreign national and are eighteen (18) years or older on the first day of the study programme for which the first enrolment is desired, and on that day have lawful residence in the Netherlands as referred to in Article 8 of the Dutch Aliens Act 2000 (*Vreemdelingenwet 2000*); or
- d. they are a foreign national and are resident outside the Netherlands on the first day of the study programme for which the first enrolment is desired; or
- e. they are a foreign national, no longer meet one of the conditions as specified under b, c, or d, and, in accordance with one of those components, have previously enrolled for a study programme at the university of applied sciences in which they are still a participant and which they have not yet completed.

## Article 5.2 Registration and enrolment procedure

### **Paragraph 1 Registration via Studielink**

Those wishing to enrol for the first time for a study programme at Zuyd University of Applied Sciences must register via Studielink.

### **Paragraph 2 Latest registration date in cases of restricted enrolment or in cases of supplementary requirements**

An applicant must be registered in Studielink for a study programme that is subject to restricted enrolment and/or supplementary requirements at the latest on the date in Studielink that is specified under the relevant study programme.

### **Paragraph 3 Registration for other study programmes**

1. There is no deadline to register in Studielink for any other study programmes; however, for study programmes starting on 1 September, applicants should have registered at the latest on 1 May prior to these study programmes.
2. If an application is submitted after 1 May, the applicant is obliged to take part in the study programme choice check. For more information, see the *Regulations regarding the Study Programme Choice Check*.

### **Paragraph 4 Re-enrolment**

A student wishing to continue their study programme after one academic year must

submit a request for re-enrolment via Studielink.

#### Article 5.3 Documents

If Studielink is unable to verify all the information required for enrolment, the university of applied sciences will only enrol the student once they have submitted supporting documents on the basis of which the university of applied sciences can verify that the student has the documents required for enrolment.

#### Article 5.4 Enrolment deadlines

##### **Paragraph 1 Enrolment dates**

Students are enrolled as of 1 September or as of 1 February (for study programmes starting on 1 February).

##### **Paragraph 2 Enrolment during the academic year**

In departure from paragraph 1, enrolment at any other date during the year is possible only with the written permission of the Dean.

##### **Paragraph 3 Duration of enrolment**

Enrolment for a study programme is valid for the entire academic year. If the enrolment process is completed in the course of the academic year, then the enrolment will be valid for the remaining portion of the academic year. Enrolment with retroactive effect is therefore not possible.

### Chapter 6 TERMINATION OF ENROLMENT

#### Article 6.1 Termination of enrolment at student's request

##### **Paragraph 1 Request to terminate enrolment**

Students wishing to terminate their enrolment must submit a request to this end via [www.studielink.nl](http://www.studielink.nl).

##### **Paragraph 2 Date of termination of enrolment**

The enrolment is terminated as of the first day of the month subsequent to the request. Termination of enrolment with retroactive effect is therefore not possible.

##### **Paragraph 3 Terminating enrolment after award of degree**

Students who have been awarded an Associate degree, Bachelor's degree, or Master's degree will only be unenrolled after they have submitted a request to this end. Paragraphs 1 and 2 are applicable in this case.

#### Article 6.2 Termination of enrolment ipso jure

##### **Paragraph 1 Termination of enrolment ipso jure**

Enrolment is terminated ipso jure:

- a. at the end of the academic year;
- b. upon the death of the student and as of the first day of the month subsequent to the month of death.

### **Paragraph 2 Outstanding debts**

The obligation of the student to pay outstanding debts to the university of applied sciences does not expire upon the termination of enrolment.

Article 6.3 Refusal or termination of enrolment by order of the Board of Governors

### **Paragraph 1 Binding notice to terminate studies**

If a student has been rejected from a study programme on the basis of a binding notice to terminate studies, their enrolment for the relevant study programme ends as of the first day of the month subsequent to the binding notice to terminate studies.

### **Paragraph 2 Failure to fulfil financial obligations**

1. If, following demands with regard to the full or partial payment of the tuition fees, a student refuses to fulfil their payment obligations in terms of tuition fees, the enrolment is terminated by order of the Board of Governors as of the first day of the first month subsequent to the second demand. This does not release the concerned party from their payment obligation. Their account at Zuyd University of Applied Sciences will be blocked with immediate effect.
2. If a student fails to fulfil their financial obligations or does not fulfil these in due time, Zuyd University of Applied Sciences will engage a collection agency to recover the debts, in which case the student is to bear all judicial and extrajudicial costs.
3. Within this context, Zuyd University of Applied Sciences abides by the Procedure in cases of non-payment (*Procedure bij wanbetaling*).

### **Paragraph 3 No longer satisfying enrolment conditions**

The Board of Governors refuses the enrolment if the applicant has not met or no longer meets the requirements and conditions with regard to enrolment as specified in these Regulations.

### **Paragraph 4 Abuse of enrolment**

The Board of Governors can refuse or withdraw the enrolment if there is reasonable fear that the concerned party will abuse the enrolment and the rights associated with this by seriously disregarding the purpose of the university of applied sciences.

### **Paragraph 5 Unsuitability to practise profession**

1. The Dean can refuse or terminate the enrolment of a student for a study programme if the student's behaviour or language is evidence of their unsuitability to practice one or more professions for which their study programme is a training, or for the practical training for professional practice.
2. The Dean takes advice from the Board of Examiners and, if this concerns an enrolled student, from the student counsellor prior to making a decision as referred to here.
3. Prior to making a decision, the dean will grant the student or prospective student the opportunity to be present his/her case.

### **Paragraph 6 Previous refusal of enrolment at another institution**

The Dean can reject the applicant's enrolment if the applicant wishes to enrol for a study programme that is identical or related to a study programme at another institution from which the applicant was refused on the grounds referred to in paragraph 5.

### **Paragraph 7 Refusal of final specialization**

If the student as referred to in paragraph 5 is enrolled for another study programme and, within that study programme, attends teaching for a final specialization that corresponds to

the study programme, or, having regard to the practical training for the practice of a profession, a final specialization related to the study programme for which enrolment has been terminated or refused, the Dean can decide that the student may not take the said final specialization or other components.

Paragraph 5, sections two and three, apply accordingly.

#### **Paragraph 8 Cases of serious fraud**

On a recommendation from the Board of Examiners of the study programme for which the student is enrolled, the Board of Governors can terminate the enrolment for the said study programme if the student is guilty of committing serious fraud as defined in the Fraud Policy of Zuyd University of Applied Sciences (in the Zuyd Handbook for the Boards of Examiners).

#### **Paragraph 9 Serious nuisance**

1. The Board of Governors can terminate the enrolment of a student for a study programme – temporarily or permanently – if the conduct or language of the student causes a serious nuisance to staff of the institute, students registered for a study programme, or persons from outside with a functional relationship with the institute. ‘Serious nuisance’ includes a threat to the well-being of the said persons.
2. Prior to making its decision, the Board of Governors takes advice from the Dean.

#### **Paragraph 10 Absence of residence permit**

If, following enrolment, there is evidence that the enrolment for whatever reason took place in contravention of Article 5.1, paragraph 5, the Board of Governors can terminate the enrolment of the student with immediate effect.

#### **Article 6.4 Cancellation of enrolment prior to beginning of academic year (1 September)**

1. The enrolment can be cancelled until 1 September of the academic year for which enrolment has been requested.
2. A request to terminate the enrolment prior to the beginning of the academic year must be made via [www.studielink.nl](http://www.studielink.nl). Upon termination of the enrolment prior to the beginning of the academic year, the already paid tuition fees are repaid in their entirety.

#### **Article 6.5 Rights of enrolled persons**

1. Enrolment as a student confers the right to educational facilities, unit examination and examination facilities, and facilities of another nature for the purposes of teaching.
2. Enrolment as an external student confers the right to unit examination and examination facilities as well as access to facilities and collections belonging to the institution.

## CHAPTER 7 TUITION FEES AND EXAMINATION FEES

### Article 7.1 Statutory tuition fees for funded study programmes

#### **Paragraph 1 Statutory tuition fees**

Students are liable to pay the statutory tuition fees if they meet each of the following conditions:

- a. they are enrolled at Zuyd University of Applied Sciences; and
- b. they have not previously received (after 1 August 1991) a Dutch associate degree, a Dutch Bachelor's degree, or a Dutch Master's degree as at the beginning of the academic year of an associate degree programme, or have not previously received (after 1 August 1991) a Master's degree as at the beginning of the academic year of a Master's programme, or have not previously received (after 1 August 1991) a Dutch Bachelor's degree programme as at the beginning of the academic year of a Bachelor's degree programme, or have not previously received (after 1 August 1991) a Dutch Master's degree as at the beginning of the academic year of a Master's programme.
- c. they meet the requirement in terms of nationality. This presupposes that they are a national of a country that is a member of the European Economic Area (EEA) or are a Surinamese or Swiss national. A student who is not a national of a country that is a member of the EEA meets the nationality-related requirement if they are a family member (on the basis of Directive 2004/38/EC of the European Parliament and of the Council) of EU citizens residing in the Netherlands, or if they are in possession of a residence permit which makes them eligible to receive student grants on the basis of the Dutch Student Finance Act 2000 (*Wet Studiefinanciering 2000*).
- d. The condition as referred to in paragraph 1, under b, does not apply to a student who is following a study programme in Health or Education for the first time.

#### **Paragraph 2 Second study programme**

A student, as defined in paragraph 1, who has started a second study programme that runs concurrently with the first study programme, may, upon receiving the first certificate, complete the second study programme for the statutory student fees if this is continued in consecutive academic years. This is under the provision that the second study programme to which statutory student fees applies, is continued by the student without interim termination of enrolment for that study programme.

#### **Paragraph 3 Bachelor's degree**

In terms of the condition as referred to in paragraph 1, under b, a student with a Bachelor's degree is equivalent to:

- a. a student who has passed the final examination of a higher vocational education study programme (HBO) with a study load of at least 168 course credits according to the WHW as this read on 31 August 2002; and
- b. a student who has passed the candidate exam of a study programme in university education as referred to in Article 7.8, WHW, as this read on 31 August 2002.

#### **Paragraph 4 Master's degree**

In terms of the condition as referred to in paragraph 1, under b, a student with a Master's degree is equivalent to:

- a. a student who has passed the final examination of a study programme in university education as referred to Article 7.3, WHW, as this read on 31 August 2002; and

- b. a student who on the basis of Article 18.15, WHW, has passed the final examination of a study programme in university education.

#### Article 7.2 Institutional tuition fees for funded study programmes

1. The institutional tuition fees for funded study programmes are applicable to each student who is not subject to the provisions in Article 7.1, paragraphs 1 to 2 inclusive.
2. The amount of the institutional tuition fees for funded Bachelor's and Master's programmes is included in the appendix 'tuition fees and examination fees' of these Regulations.
3. The institutional tuition fees for Associate degree programmes are equal to the institutional tuition fees for Bachelor's programmes.

#### Article 7.3 Institutional tuition fees for non-funded study programmes

The institutional tuition fees for non-funded study programmes apply to those wishing to enrol as a student on a non-funded study programme.

The amount of the institutional tuition fees for non-funded Bachelor's and Master's programmes is included in the 'tuition fees and examination fees' of these Regulations.

#### Article 7.4 Examination fees for external students

1. Those wishing to enrol as an external student are liable to pay examination fees.
2. The amount of examination fees is included in the appendix 'tuition fees and examination fees' of these Regulations.

#### Article 7.5 Bridging programmes (transfer minors) Article 7.57i, WHW

##### **Paragraph 1 Fees for bridging programmes for enrolled students**

Students following a bridging programme (transfer minor) while following a study programme for which they are liable to pay statutory tuition fees are exempt from the payment of a fee for the support which aims to help the student in their transition to a related Master's programme in university education.

##### **Paragraph 2 Fees for bridging programmes for graduates**

Students following a bridging programme after having completed their Bachelor's programme are liable to pay a fee.

1. If the scope of the support is equal to or more than 60 credits, then a fee will be requested which amounts to at most the total statutory tuition fees.
2. If the scope of the support corresponds with the study load of 60 credits or fewer, then a fee will be requested which amounts to at most a pro rata share of the statutory tuition fees.
3. A student who receives this support and is only enrolled on a study programme to that end must pay a fee during the period in which they receive support, instead of paying tuition fees.

#### Article 7.6 Change to type of study programme

**Paragraph 1 Changing to a study programme with higher tuition fees**

If the student chooses to change the type of study programme in the course of the academic year, and consequently is liable to pay a higher amount of tuition fees than the already paid amount, then the student is liable to pay the difference arising from the change of enrolment.

**Paragraph 2 Changing to a study programme with lower tuition fees**

If the student chooses to change the type of study programme in the course of the academic year and is consequently liable to pay a lower or equal amount of tuition fees than the amount already paid, then within the context of the changed enrolment they are exempt from paying these tuition fees. Any tuition fees paid in excess will be reimbursed.

**Article 7.7 Tuition fees in the event of multiple enrolments****Paragraph 1 Student**

Students enrolled for multiple full-time, part-time, and/or dual study programmes at Zuyd University of Applied Sciences are only liable to pay the highest payable fee once.

**Paragraph 2 External student**

External students are liable to pay the relevant examination fees per study programme.

**Paragraph 3 Enrolment at multiple higher education institutions**

If the student is enrolled at another funded higher education institution in the Netherlands for a full-time, part-time, or dual study programme and has paid tuition fees there, the tuition fees owed will be offset against the already paid tuition fees upon the submission of an original *Bewijs Betaald Collegegeld* (proof of paid tuition fees) from the institution at which the student was first enrolled when the student is enrolled at Zuyd University of Applied Sciences.

**Article 7.8 Further provisions with regard to tuition fees and examination fees****Paragraph 1**

If a student enrolls as such in the course of the academic year, then the statutory or institutional tuition fees are reduced by one twelfth for each month that the student has not been enrolled.

**Paragraph 2**

If an external student enrolls as such in the course of the academic year, there will be no reduction to the examination fees.

**Paragraph 3**

1. If at a given moment in the course of the academic year there is evidence that a student who was initially liable to pay the statutory tuition fees does not satisfy the condition as specified in Article 7.1, paragraph 1, under b, then the institutional tuition fees will be charged retrospectively as of the moment the student obtains their degree.
2. If at a given moment in the course of the academic year there is evidence that a student who was initially liable to pay the statutory tuition fees does not meet the requirement with regard to nationality as specified in Article 7.1, paragraph 1, under c, then the institutional tuition fees will be charged retrospectively as of the moment of the change of nationality.
3. If at a given moment in the course of the academic year there is evidence that a student who was initially liable to pay the institutional tuition fees now meets the requirement

with regard to nationality as specified in Article 7.1, paragraph 1, under c, then the statutory tuition fees will be charged retrospectively as of the moment of the change of nationality. The condition specified in Article 7.1, paragraph 1, under b, remains in full force.

#### **Paragraph 4**

If the tuition fees are paid by a third party, the student must grant their permission for this in writing by means of a 'declaration of consent form' and via [www.studielink.nl](http://www.studielink.nl).

#### **Paragraph 5**

If, following confirmation of the payment process via Studielink, it is not possible to change the chosen payment method (one-time payment or instalments) or bank account number, a change can only be requested by filling in an update form. The form can be requested by e-mailing: [collegegeld@zuyd.nl](mailto:collegegeld@zuyd.nl).

### Article 7.9 Reimbursement of tuition fees

#### **Paragraph 1 Reimbursement upon termination of enrolment**

A student whose enrolment is terminated on the basis of the provisions in Chapter 6 is entitled to reimbursement of the tuition fees. For each remaining month in the academic year following termination of the student's enrolment, one twelfth of the statutory and/or institutional tuition fees that apply to the enrolment will be reimbursed with no prejudice to the provisions in Article 7.7 and 7.10.

#### **Paragraph 2 Reimbursement upon death**

If a student passes away in the course of the academic year, the tuition fees will be reimbursed for each following month of the academic year after their death.

#### **Paragraph 3 Reimbursement in cases of payment by instalments**

If the tuition fees are paid in instalments, the amount to be reimbursed will be offset against any outstanding instalments.

#### **Paragraph 4 No refund of administrative costs**

If enrolment is terminated in the course of the academic year, administration costs will not be refunded if tuition fees are being paid in instalments via a direct debit arrangement.

#### **Paragraph 5 Account number for reimbursement**

The amount of tuition fees paid in excess will be refunded to the account number registered with the direct debit arrangement (if this applies) or to the payer's bank account.

### Article 7.10 No reimbursement of tuition fees or examination fees

#### **Paragraph 1 Consecutive or other enrolment on another study programme**

Full or partial reimbursement of tuition fees will not be granted if:

- a. a student is still enrolled on another study programme at Zuyd University of Applied Sciences;
- b. a student is already enrolled for a second study programme at another funded Dutch higher education institution prior to terminating their enrolment at Zuyd University of Applied Sciences;
- c. a student, after terminating their enrolment at Zuyd University of Applied Sciences, immediately re-enrols as a student at a funded Dutch higher education institution subsequent to the termination of enrolment on the course of that academic year.

### **Paragraph 2 Termination at student's request after 1 June of the academic year**

Students terminating their enrolment as such on the basis of Article 6.1 after 1 June will not be reimbursed for their tuition fees over the months of July and August.

### **Paragraph 3 Termination of enrolment for external students**

If an external student terminates their enrolment in the course of the academic year, they are not entitled to reimbursement of the examination fees.

## **CHAPTER 8 LEGAL PROTECTION**

### **Article 8.1 Objections**

1. On the basis of these regulations, a party concerned can lodge a notice of objection against a decision – or lack thereof – from an authority.
2. In this Chapter, a 'party concerned' is understood to be a student, a prospective student, a former student, an external student, a prospective external student, or a former external student.

### **Article 8.2 Submission of notice of objection**

#### **Paragraph 1 Address**

The concerned party must submit the notice of objection to:

*Het Loket Rechtsbescherming*

*Postbus 550*

*6400 AN Heerlen*

*The Netherlands*

*or send it by e-mail to:*

*[rechtsbescherming@zuyd.nl](mailto:rechtsbescherming@zuyd.nl)*

#### **Paragraph 2 Deadlines**

1. The notice of objection must be submitted within a deadline of six weeks after the day on which the relevant decision was announced or is deemed to have been refused.
2. Het Loket Rechtsbescherming sends a written confirmation of receipt of the objection to the party concerned and forwards this to the competent authority. The date of receipt determines whether the notice of objection has been submitted within the deadline.

#### **Paragraph 3 Procedural requirements for the notice of objection**

The notice of objection is signed and must specify:

- a. the name and full address (including town/city of residence) of the party concerned;
- b. details of the authority against whose decision the notice of objection is lodged and the faculty or service of which the authority forms part;
- c. a clear description of the decision against which the objection is lodged, including submission – if possible – of a copy of the decision, or, if the objection is lodged against the refusal to make a decision, a clear description of the decision which the claimant believes should have been taken;
- d. the grounds on which the objection is being made.

## CHAPTER 9 REFERENCE TITLE AND ENTRY INTO FORCE

These regulations can be cited as 'the Regulations on admission to and enrolment at Zuyd University of Applied Sciences 2018-2019' and enter into force on 1 September 2018.

# Appendix

## TUITION FEES AND EXAMINATION FEES

### Statutory tuition fees for *funded* study programmes

#### Full-time study programmes

The statutory tuition fees for a student on a funded full-time study programme amount to €2,060, with the exception of the full-time study programme:

- a. Hotel Management intake as of the academic year 2014-2015, which amount to €3,250.
  - *The 'Wet kwaliteit in verscheidenheid' (Act on quality in diversity) allows study programmes deemed 'excellent' in the opinion of the Accreditation Organization of the Netherlands and Flanders (NVAO) to differentiate tuition fees on the basis of small-scale, intensive education. This applies to the study programme in Hotel Management.*

#### Part-time study programmes

The statutory tuition fees for a student on a funded part-time study programme amount to €1,560, with the exception of the part-time study programme

- a. Master of Architecture, which amount to €2,060.
  - *The Master of Architecture is subject to the national statutory tuition fees for full-time study programmes.*

#### Dual study programmes

The statutory tuition fees for a student on a funded dual study programme amount to €2,060.

### Institutional tuition fees for *funded* study programmes

*If a student meets the requirements as laid down in Article 7.2. or, as the case may be, Article 7.1 of Chapter 7 of the Regulations on Enrolment and Tuition Fees, then he or she must pay institutional tuition fees. The institutional fee is a sum of the annually established statutory tuition fees and government funding. This fee is indexed annually.*

The institutional tuition fees for a student on a funded Bachelor's or Master's programme amount to €7,564, with the exception of the full-time programme:

- a. Hotel Management intake as of the academic year 2014-2015, which amount to €8,700.
  - *The 'Wet kwaliteit in verscheidenheid' (Act on quality in diversity) allows study programmes deemed 'excellent' in the opinion of the Accreditation Organization of the Netherlands and Flanders (NVAO) to differentiate tuition fees on the basis of small-scale, intensive education. This applies to the study programme in Hotel Management.*
- b. Master of Music, which amount to €7,368.
  - *On the grounds of joint regulations, the tuition fees for the Master of Music are established annually in consultation with Fontys University of Applied Sciences.*
- c. Midwifery, which amount to €9,012.
  - *As the study programme in Midwifery requires significant funding, it is subject to the high institutional tuition fees.*

### Institutional fees for *non-funded* study programmes

#### Full-time study programmes

The institutional tuition fees for a student on a non-funded full-time study programme amount to:

- a. Master of Facility and Real Estate Management, at €9,500
- *The Master of Facility and Real Estate Management is subject to ‘all-in’ tuition fees that also cover the fees payable to the University of Greenwich (€1,500 for each student).*
    1. The student is liable to pay the one-off complete tuition fee for this Master's study programme upon enrolment. In the case of re-enrolment for a maximum of one semester – following twelve months after enrolment as a student – that student will therefore pay €0 tuition fees.
    2. Zuyd Alumni will receive a €2,000 discount on the institutional tuition fees.
- b. Master of Arts in Fine Art and Design, at €9,950
- *A student following the Master of Arts in Fine Art and Design pays ‘all-in’ tuition fees.*

### **Part-time study programmes**

The institutional tuition fees for a student on a non-funded part-time study programme amount to:

- a. Master of Arts in Fine Art and Design, at €5,030
- *A student following the Master of Arts in Fine Art and Design pays ‘all-in’ tuition fees.*
- b. Master of Personal Leadership in Innovation and Change, at €25,000
- *Due to the modular structure of the study programme, a student will follow most of the programme by enrolling as a participant in a course. A person wishing to follow the Master class in Masterpiece must enrol as a student in order to be registered in ‘BRON-HO’ (the Dutch database for higher education) as a student. A person wishing to be enrolled as a student must pay tuition fees amounting to €1,000. If a student has already paid the institutional tuition fees amounting to €25,000 (for the entire study programme), he or she will receive a discount on the payable tuition fees.*

### **Examination fees for external students**

#### **Full-time study programmes**

The examination fees for an external student on a full-time study programme amount to € 2,060, with the exception of the full-time programme:

- a. Hotel Management intake as of the academic year 2014-2015, which amount to €3,250.
- *The ‘Wet kwaliteit in verscheidenheid’ (Act on quality in diversity) allows study programmes deemed ‘excellent’ in the opinion of the Accreditation Organization of the Netherlands and Flanders (NVAO) to differentiate tuition fees on the basis of small-scale, intensive education. This applies to the study programme in Hotel Management.*

**Part-time study programmes**

The examination fees for an external student on a part-time study programme amount to € 1,560, with the exception of the full-time programme:

b. Master of Architecture, which amount to €2,060.

- *The Master of Architecture is subject to the national statutory tuition fees for full-time study programmes.*

**Dual study programmes**

The examination fees for an external student on a dual study programme amount to €2,060.

**Transition programme**

The payment in the sense of Article 7.5 concerns a proportional part of the statutory tuition fees, with the maximum being the full statutory tuition fees.