

10.26 HKU Enrolment Regulations

Valid from 1 September 2018

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Article 1 General

1. Enrolment at HKU University of the Arts Utrecht (HKU) gives you certain rights and obligations. These rights are stated in the Higher Education and Research Act (WHW).
2. These regulations only apply to HKU courses entered in the CROHO (Central Register of Higher Education Study Programmes) of DUO. These regulations do not apply to contract courses.
3. When enrolling for a HKU course, you must be in possession of a proof of admission. See Articles 2 and 3 for the procedure. There is an exception for students of the Bachelor's course Art and Economics, who must be in possession of proof of admission from DUO. This proof can be obtained through Studielink.
4. The director of the school decides on your admission and placement. He has been authorised to do so by the Executive Board.
5. By enrolling at HKU, you declare that you accept the regulations of HKU, including these enrolment regulations. All regulations are available on studentportal.hku.nl/regulations.
6. Your enrolment applies to one course with one pathway.
7. Your enrolment is valid for the entire study year, which starts on 1 September and ends on 31 August. Your enrolment automatically ends on 31 August. Mid-year termination of your enrolment is possible according to the rules described in Article 11.
8. All communications regarding enrolment and termination are conducted with Academic and Student Affairs (ASA) of HKU. You must ensure that your correct postal and e-mail addresses are known to ASA. You must use Studielink for this purpose. HKU accepts no responsibility for the consequences of incorrect contact particulars in Studielink.
9. By enrolling at HKU, you declare that you give HKU permission for the use of your personal data according to the Privacy Regulations of HKU.

Article 2 Application

1. If you apply before 15 January, you are guaranteed a place in the admission procedure for the subsequent year. If you apply later, admission is only possible if there are still places available. We publish the current state of affairs on www.hku.nl/status. The bachelor course Art and Economics is an exception: the application deadline is 15 January; admission and enrolment for the subsequent year is not in any way possible in case of application after this date.

2. If you apply before 15 January, HKU gives you the opportunity to take part in the admission procedure. You will then be informed of whether you have been accepted or not before 15 April.
3. Communication about admission takes place via e-mail and Studielink.
4. You will be invited by ASA to take part in one of the admission rounds. ASA will also inform you about the procedure to be followed.

Article 3 Admission, selection and placement

1. During the admission procedure, you will be assessed by the admissions committee.
2. The admissions committee gives a recommendation to the director of the school regarding your eligibility for admission. This recommendation is based on the criteria used for assessment, i.e. whether you meet the specific requirements of the course. The director of the school sets these criteria each year before 15 January, based on statutory regulations.
3. The director of the school decides whether or not you can be placed, taking into account the recommendation from the admissions committee and the maximum educational capacity. The director of the school sets the maximum educational capacity each year before 15 January.
4. You will receive the results via e-mail. If you have been placed, the e-mail will state the academic year for which your confirmation of admission is valid. It will also state in which course you have been placed and, if applicable, which pathway or main subject. The bachelor course Art and Economics: if you have participated in the selection procedure of this course, you receive a message via Studielink on 15 April, with a ranking number. In case of placement you will be offered a place straight away, which you will have to accept via Studielink within 14 days.
5. Your confirmation of admission is not valid for another academic year. If you have not enrolled by 1 September of that academic year at the latest, your admission will lapse.
6. If you wish to commence your studies in a later academic year than the one in which you have been placed, you can send a motivated request to postpone placement to the director of the school via sz@hku.nl.

Article 4 Enrolment conditions

1. For a valid enrolment at HKU, you must be in possession of a valid proof of admission and you must provide us with the following before 1 September:
 - A request for (re-)enrolment via Studielink.
 - Your digital authorisation that you have to provide via Studielink, on which the tuition fee that applies to you is filled in. If you do not have an IBAN bank account, you cannot provide a digital authorisation and will have to pay your tuition fee in full to HKU before 1 September. Further information on this is available on studentportal.hku.nl/enrolment.
 - You must also meet certain nationality requirements. If you have Dutch nationality, or are a national of one of the other EEA countries, no extra action is required. Nationals of other countries must provide HKU with a copy of a valid residence permit for the Netherlands during the period that they are enrolled at HKU. If you have requested your residence permit but have not yet received it, you can hand in the confirmation provided by the IND that they have received your application for a residence permit before 1 September. Within 2 weeks of receipt of your new residence permit, you must hand in a copy of it. If you have received a residence permit for study through HKU, you must meet the study progress requirements every year. If after 1 September it turns out that you have not met these study progress requirements and your residence permit is withdrawn, you will be unenrolled with retroactive effect as of 1 September. If your residence permit is withdrawn for another reason, HKU will unenrol you as of the first of the month following the date of withdrawal of your residence permit.
2. Enrolment at HKU is not permitted if you have an outstanding payment obligation to HKU or have received a negative binding study recommendation for the course that you wish to enrol for.
3. When you enrol for this course at HKU for the first time, HKU must be able to verify your identity. For further information, go to studentportal.hku.nl/enrolment.
4. When you enrol for this course at HKU for the first time, HKU must be able to verify that you meet the requirements for preliminary education. For further information, go to studentportal.hku.nl/enrolment.

5. HKU cannot enrol you if you do not fulfil all these conditions before 1 September.

Article 5 Tuition fees

1. The Executive Board of HKU annually sets the various tuition fees. This tuition fees are published on studentportal.hku.nl/tuition.
2. Which tuition fee is applicable to you depends on your specific situation. Factors that play a role include whether you already have a degree in higher education and what your nationality is. HKU determines your tuition fee on particulars received from the sources below.
 - Obtained an earlier degree? All degrees obtained in the Netherlands from 1991 are entered in the Basic Register for Higher Education Enrolments (BRON-HO). This register is leading for HKU in determining whether you have obtained an earlier degree in higher education. If you have obtained a degree, it can also be determined whether it is in the area of education or healthcare. BRON-HO bases its information on the data of the Central Register for Higher Education Enrolments (CROHO).
 - Do you meet the nationality requirements? The particulars entered in the Basisregistratie Personen (BRP) are also leading for HKU in determining whether you meet the nationality requirement.
 - UAF students must present a UAF statement to ASA before 1 September.
3. Immediately inform ASA if your particulars are not correct.
4. You do not qualify for the statutory fee if it becomes known after enrolment that you have already obtained a degree. In that case, you owe HKU the institutional tuition fee with retroactive effect from 1 September.
5. If due to a change in circumstances you qualify for the statutory fee during the study year, you can submit a request to ASA for an adjustment of your tuition fee. Your tuition fee will be adjusted as of the first day of the month in which the change has taken effect.
6. When the Executive Board of HKU has granted you (according to the *Profileringfondsen*) a board grant of 10 months and has at the same time given you permission to govern without tuition fee, you don't have to pay tuition fee for that study year. This is only applicable if you owe HKU the statutory tuition fee. In this year you are not allowed to participate in education or take interim examinations or exams (art 7.47a of the WHW).

Article 6 Enrolment after 1 September

1. If you have unenrolled due to illness or special (family) circumstances, you are entitled to re-enrol again on a date other than 1 September.
2. If you can prove that you would suffer disproportionately if a request for mid-year enrolment is denied, you are entitled to mid-year enrolment. The possibility of graduating in the current academic year is taken into account.
3. It is generally not possible to enrol during the study year for other reasons. An exception is only made in cases where the Executive Board decides otherwise based on advice from the director of the school.
4. It is generally not possible to enrol retroactively. An exception is only made in case of demonstrable force majeure, or if the Executive Board determines that you would suffer disproportionately.
5. In all these cases, you can send a motivated request, accompanied by official statements, to the student counsellors of ASA. The Executive Board will subsequently decide on your request.

Article 7 Two enrolments in higher education

The rules below apply if you wish to enrol at both HKU and another education institute:

- If you owe HKU the statutory tuition fee and have already paid the statutory tuition fee to another higher education institute, HKU will grant you an exemption from the obligation to pay tuition. You must before 1 September provide proof of payment of the tuition fee to ASA.
- If you owe HKU the statutory tuition fee and have already paid the institutional tuition fee to another higher education institute, HKU will not grant you an exemption from the obligation to pay a tuition fee.
- If you owe HKU the institutional tuition fee and have already paid the institutional tuition fee to another higher education institute, HKU will not grant you an exemption from the obligation to pay tuition.

Article 8 Student ID card and proof of enrolment

After enrolment at HKU, you will receive a student ID card and proof of enrolment. The student ID card remains the property of the HKU.

Article 9 Enrolment as an examination student

1. If you need only take the final examination of a course, you can submit a request to the Executive Board for registration as a student with partial enrolment. The Executive Board will only accept your request if it is not contrary to the nature or interest of the course. Registration as a student with partial enrolment is not subject to a fixed enrolment date.
2. Students with partial enrolment cannot make use of the payment in instalments scheme. Students with partial enrolment pay an exam fee, the amount of which is set annually by the Executive Board and is published on studentportal.hku.nl/tuition.

Article 10 Cancellation of registration

You can cancel your registration until 1 September of the study year. To do this, withdraw your enrolment application via Studielink. A request to cancel an enrolment made on or after 1 September is treated as a request for unenrolment (see Article 11).

Article 11 Termination of enrolment

1. If you wish to unenrol during the study year, you can submit a request for unenrolment via Studielink. Your unenrolment becomes effective on the first day of the month following the month in which your request was submitted. Unenrolment with retroactive effect is not possible.
2. If you graduate during the study year, submit a request for unenrolment via Studielink within one month after graduation (the date stated on your certificate). Your unenrolment becomes effective on the first day of the month following your graduation. If you submit your request later, you will be unenrolled as of the first day of the month following the month in which the request was submitted. Unenrolment with retroactive effect is not possible.
3. If you pay institution tuition fees and there is a case of illness or force majeure, it is best to submit a request for unenrolment for that specific reason. If your request is honoured, you will then have a broader entitlement to a refund of tuition fees (see Article 12, section 2). You can submit this motivated request, along with the official statements, through the student counsellors of ASA. The Executive Board will then take a decision regarding your request.
4. If HKU gives you a negative binding study recommendation, HKU will unenrol you effective from the date of the advice. Re-enrolment at HKU for this CROHO course is then no longer possible.
5. HKU will unenrol you if you fail to meet the payment obligations of your enrolment, whereby the following procedure applies:
 - If (part of) the tuition fee cannot be collected or is not received on time, you will receive a reminder from the HKU in the month following the month in which the tuition fee or part thereof should have been paid.
 - If, after receiving the reminder, you still fail to meet payment obligations, HKU will send you one last reminder.
 - If you have still not paid (part of the) tuition fee two months after the due date, HKU will unenrol you with effect from the first day of the second month following the date of the first reminder.

After unenrolment, you remain obliged to pay the tuition fee over the months that you were enrolled. HKU can decide to collect this debt through e-Court. The regulations on www.e-court.nl are applicable.

6. When you have unenrolled, ASA will send you an unenrolment statement.

Article 12 Refund of tuition fee

1. If you owe the statutory tuition fee at the time of your request for unenrolment, the following procedure applies: commencing on the month in which you are unenrolled, you will be refunded a 12th part of the statutory tuition fee for each month remaining of the study year. If you unenrol on 1 July or 1 August, you are not entitled to any refund of tuition fee.

2. If you owe the institution tuition fee at the time of your request for unenrolment, and you are unenrolling for reasons of graduation, illness or force majeure, the following procedure applies: commencing on the month in which you are unenrolled, you will be refunded a 12th part of the institution tuition fee for each month remaining of the study year. If you unenrol on 1 July or 1 August, you are not entitled to any refund of the tuition fee.
3. If you owe the institution tuition fee at the time of your request for unenrolment, and you are not unenrolling for reasons of graduation, illness or force majeure, the following procedure applies: commencing two months after you are unenrolled, you will be refunded a 12th part of the tuition fee. If you unenrol on or after 1 May, you are not entitled to any refund of the tuition fee.
4. Students who are enrolled as examination students are never entitled to a refund of (part of) the exam fee.

Article 13 In conclusion

1. Decisions for the implementation of these regulations are made by the Director of Academic and Student Affairs, on behalf of the HKU Executive Board, unless otherwise stated in these regulations.
2. Objections against any decisions made by HKU on the basis of these regulations can be submitted within 6 weeks to the Complaints Office (see studentportal.hku.nl/1office).

As approved by the Executive Board on 30 April 2018