

HKU Enrolment Regulations

Valid from 1 December 2024

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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. For those regulations see Enrolment conditions preparatory and 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.
4. For the bachelor course Art and Economics, there is an exemption on paragraph 3 of this article. This course, requires a mandatory participation of the study choice activities (matching) that are offered by the school. See article 4 for the procedure.
5. In case a proof of admission is required, the director of the school of that particular course decides on your admission and placement. The director of the school has been authorised to do so by the Executive Board.
6. By enrolling at HKU, you declare that you accept the regulations of HKU, including these enrolment regulations. All regulations are available on the student portal of HKU.
7. Your enrolment applies to one course and one pathway within this course.
8. 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.
9. All communications regarding enrolment and termination are conducted with Academic and Student Affairs of HKU (Onderwijs- en Studentenzaken, OSZ), via Studielink. You must ensure that your correct postal and e-mail addresses are known to OSZ. You can make changes via Studielink. HKU accepts no responsibility for the consequences of incorrect contact particulars in Studielink.
10. 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 on the webpage of the specific course.
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. Paragraph 1 and 2 of this article apply to all courses except the bachelor course Art and Economics. The final deadline for enrolment in the bachelor course Art and Economics is 1 May.
4. Communication about enrolment takes place via e-mail and Studielink with OSZ.
5. You will be invited by OSZ to take part in one of the admission rounds, or for the study choice activities (matching) with the bachelor course Art and Economics. OSZ will also inform you about the procedure to be followed.

Article 3 Admission, selection and placement

1. For the courses that require an admission, you will be assessed by an 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 email and Studielink from OSZ. If you have been placed, the email 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.
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 Matching bachelor course Art and Economics

1. For enrolment in the Art and Economics course, participation in the study choice activity (matching) offered by the school is mandatory.
2. To participate in this matching for Art and Economics, you need to apply in Studielink no later than 1 May. Every participant in these matching activities receives an advice. This advice is not binding: you decide for yourself, regardless of the outcome of this advice, whether you enrol for the Art and Economics course.
3. All components of the matching must be completed before the defined deadline dates. When this has not been done yet, your enrolment may be rejected. The decision to reject your enrolment is made by the director of Academic and Student Affairs on behalf of the Executive Board, after advice from the school director of Art and Economics.
4. When you have received or expect to receive, a negative binding study advice for a course other than Art and Economics, you can register via Studielink up to 31 July and participate in the matching for Art and Economics. When, in such case, you register for Art and Economics after 1 May and you have not registered for another course before 1 May, the advice that is derived from the matching will be binding. A negative advice will then lead to a rejection of your enrolment for the Art and Economics course. The decision to reject your enrolment is made by the director of Academic and Student Affairs on behalf of the Executive Board, after advice from the school director of Art and Economics.

5. When you have registered for another course before 1 May and want to switch to Art and Economics, you need to participate in the matching for Art and Economics. You can register for Art and Economics via Studielink up to 31 July. The advice following from this matching is non-binding.
6. It is up to the school director to determine what the matching activities will be, how and where they are to be executed, and when they are scheduled. This is announced no later than 1 October via the website page of the course and in the messaging after the registration via Studielink. The date on which the advice will be issued, will be announced in due time via the messaging upon registration.
7. If you are, due to force majeure, not capable of participating in the mandatory activities, you need to call off as soon as possible (at least before the start of the matching activities). When doing so, you can submit a request to conduct the activities at an alternative date. The school director decides about this request and will judge whether the reason is valid. When the request is granted, you will be invited to another moment. When there is no other occasion, the school director can decide to grant an exemption for participation in the matching. When this request is not granted, you are expected at the activities for which you have been invited. When you are absent, your request for enrolment will be rejected.
8. In case the prospective student objects against the participation because of the distance between their home and Utrecht, the matching activities are offered online.
9. The completed activity is valid for the academic year that succeeds the matching. When you want to start at a later date than the academic year for which the admission is valid, you can request the school director to postpone the admission by sending a motivated request to sz@hku.nl.

Article 5 Enrolment conditions

1. For a valid enrolment at HKU, except for the bachelor course Art and Economics, you must be in possession of a valid proof of admission.
2. For the bachelor course Art and Economics, it is required that you have participated in the study choice activity.
3. In addition to the requirements described in paragraph 1 and 2 of this article, 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 the student portal of HKU.
 - You must also meet certain nationality requirements. If you have the Dutch nationality, or are a nationality of one of the other EEA countries, no extra action is required. Nationalities 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.
4. 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.

5. When you enrol for this course at HKU for the first time, HKU must be able to verify your identity.
6. 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.
7. HKU cannot enrol you if you do not fulfil all these conditions before 1 September.

Article 6 Tuition fees

1. The Executive Board of HKU annually sets the various tuition fees. The tuition fees are published on the student portal and on hku.nl.
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 requirement? 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 OSZ before 1 September, via sz@hku.nl.
3. Immediately inform OSZ via sz@hku.nl 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 OSZ 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 7 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 director of OSZ 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 director of OSZ 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 OSZ, via sz@hku.nl. The director of OSZ will subsequently decide on your request.

Article 8 Two enrolments in higher education

1. 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 then indicate in Studielink before 1 September that you will pay the tuition fees at the other educational institution.
 - 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 9 Student ID card and proof of enrolment

1. After enrolment at HKU, you will receive a student card. The student card remains the property of HKU. If the card is lost or stolen, you can order a new card via the student portal. The proof of registration can be downloaded via Osiris Student.

Article 10 Enrolment as an external 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 the student portal.

Article 11 Cancellation of registration

1. 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 12).

Article 12 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 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.
4. If you request for unenrolment on or after 1 July, you will be unenrolled as of 1 September.

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 a bailiff.

Article 13 Refund of tuition fee

1. Commencing on the month in which you are unenrolled, you will be refunded a 12th part of the 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. Students who are enrolled as examination students are never entitled to a refund of (part of) the exam fee.

Article 14 In conclusion

1. Decisions for the implementation of these regulations are made by the Director of Academic and Student Affairs (OSZ), 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 HKU student portal).

As approved by the Executive Board on 25 November 2024