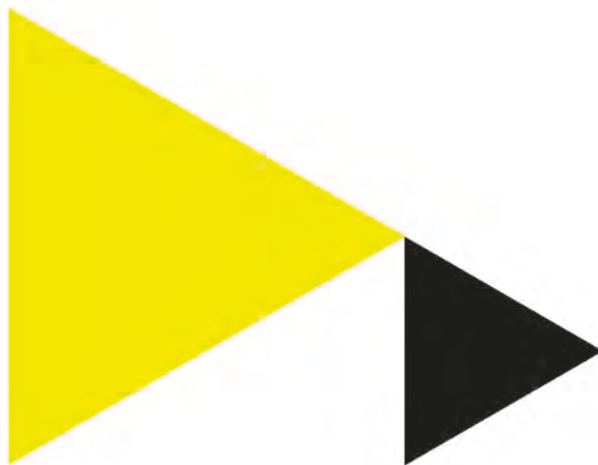


# **Student Charter 2026-2027**

Rights and obligations of students, registration, facilities.

Department Legal Affairs (Juridische Zaken)  
July 1st 2026 version 1.0



# Student Charter 2026-2027

Rights and obligations of students, registration, facilities.

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## 2. Examples

### 2.1 Bullets or numbered lists

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  2. And another text
    - a. Example of another numbered list (style abc).
    - b. And another example text.

### 2.2 Tables

Below are some examples of tables. The template contains a standard table style. When you insert a table, the correct table style is automatically selected. You can then choose to disable the column name and/or row shading.

Table 1: Table with column names and row shading

Column name	Column name	Column name	Column name	Column name
Text	Text	Text	Text	Text
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Table 2: Table with column names

Column name	Column name	Column name	Column name	Column name
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Text	Text	Text	Text	Text

Table 3: Table (no column names/row shading)

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PS. Captions are always placed above the table. If you want to number the captions automatically, insert the caption via the REFERENCES >> Insert caption tab.

## 2.3 Photos and figures

Below is an example of a photo/figure. You can automatically insert a caption. Click on the photo and then on the tab REFERENCES. Select Insert caption tab and choose the correct name (in this case, Figure) and add your caption underneath the photo.

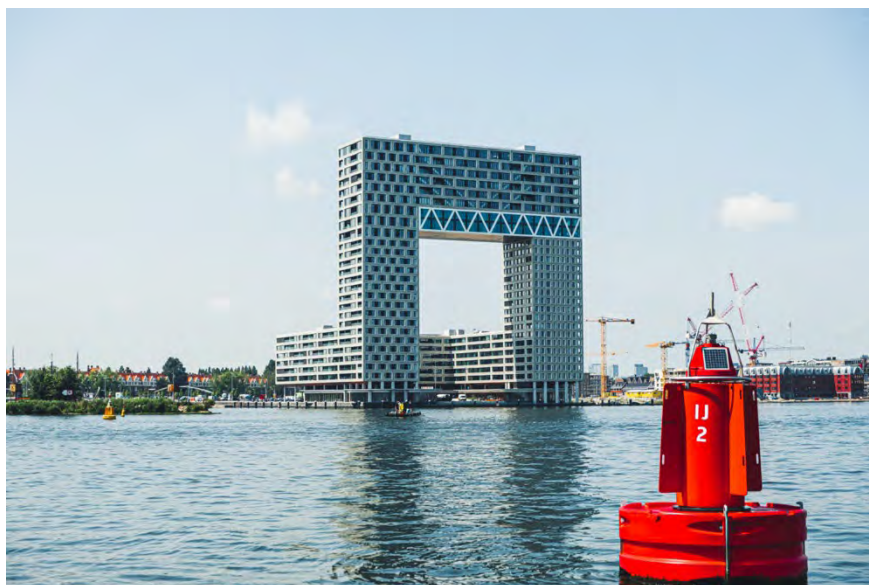


Figure 1: Example caption for a photo

## 2.4 Citations and text boxes

Here are a few examples of citations and text boxes.

### 2.4.1 Example of a text box

Here is an example of a text box (style Text box).

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### 2.4.2 Example of a citation

Here is an example of a citation (style Citation).

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**Lorem ipsum ongue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada**

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# Bibliography/references

[Add the list here]

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**Chapter 1 General**

**Article 1.1 Definitions**

The following definitions apply to the terms in this Charter:

Academic year	the period starting on 1 <sup>st</sup> September and terminating on 31 <sup>st</sup> August of the following calendar year, or in the case of enrolment on 1 <sup>st</sup> February, the period starting on 1 <sup>st</sup> February and terminating on 31 <sup>st</sup> January of the following calendar year;
Administrative law department	appeals board as referred to in Section 7.64 of the WHW
Associate Degree programme	a degree programme as referred to in paragraph 7.8a of the WHW with a study load of at least 120 credits
AUAS	Amsterdam University of Applied Sciences/Hogeschool van Amsterdam, based in Amsterdam and maintained by the Foundation
Bachelor of Education	degree program as referred to in Article 7.3a of the WHW with a study load of 240 credits
Binding Study Advice (BSA)	study advice as mentioned in article 7.8b.3 WHW
Board and Management Regulations	regulations as referred to in Section 10.3b of the WHW
Course catalogue	the digital information source containing all information on the degree programme and the modules
Course participant	the person who is registered at the Amsterdam University of Applied Sciences to follow a course
Dean	the head of a faculty
Degree programme	an Associates, Bachelor's or Master's Degree programme as referred to in Section 7.3 of the WHW
Disputes Advisory Committee	committee as referred to in Section 7.63a of the WHW
Education Executive Agency (Dienst Uitvoering Onderwijs, DUO)	agency charged with the implementation of education laws and regulations;
Examination Board	board as referred to in Section 7.12 of the WHW
Examination Appeals Board	board as referred to in Section 7.60 of the WHW
Executive Board	the institutional administration as referred to in Sections 1.1 and 10.8 of the WHW
External student	a person as referred to in Section 7.36 of the WHW
Faculty	organisational unit as referred to in Section 10.3a of the WHW within which the institution offers education
Foundation	The Amsterdam University of Applied Sciences Foundation (Stichting Hogeschool van Amsterdam) established in Amsterdam
Immigration and Naturalisation Service (IND)	service charged with implementation of Dutch immigration policy
International student	a student of non-Dutch nationality who – to the extent the student concerned is subject to residency permit requirements and has been issued with such a residency permit – will pursue, is currently pursuing or has pursued a programme of study
MyAUAS	a flexible working environment through which the AUAS offers information in support of learning, teaching, research and work processes
Master education	degree program as referred to in Section 7.3a of the WHW with a study load of at least 60 credits
Negative binding study advice	advice as referred to in Section 7.8b(3) of the WHW
Objections, Appeals and Complaints Office	facility as referred to in Section 7.59a of the WHW
Organisational unit	the unit appointed pursuant to the Executive Board and Administrative Regulations as referred to in Section 10.3a of the WHW
Programme Committee	committee as referred to in Section 10.3c of the WHW
Programme manager	the individual charged with day-to-day management of the degree programme
Prospective student	a person who has submitted an application to enrol in a full-time, dual or part-time programme or an Associate degree (AD) programme at the AUAS and is not already enrolled in the relevant programme at the AUAS at the time
Recommendation regarding the choice of degree programme	a recommendation from the programme manager regarding prospective student's choice of degree programme



Representative Advisory Council	council as referred to in Section 10.17 of the WHW
Representative Advisory Council Regulations	regulations as referred to in Section 10.21 of the WHW
Representative council	council as referred to in Section 10.25 of the WHW
SIS	Student Information System
Student	a person who is enrolled at the AUAS as a student as referred to in Section 7.32 of the WHW. A student is also taken to mean external students as referred to in Sections 7.32 and 7.36 of the WHW, unless expressly stated otherwise, and prospective students, to the extent applicable
Student counsellor	a person appointed by the institution to inform and advise prospective and current students, the Dean, the degree programme management and the Examination Board on student affairs and to counsel students in problems of a personal nature on request
Studielink	the joint student registration and enrolment application for research universities, universities of applied sciences and the DUO
Study check	the activities that the AUAS offers for prospective Bachelor's or Associate Degree students with a view to providing advice on their choice of degree programme
Teaching and Examination Regulations (OER)	regulations as referred to in Section 7.13 of the WHW
Transfer advice	advice as referred to in Article 7.8b paragraph 1 of the WHW (without binding character)
WHW	the Dutch Higher Education and Research Act

## Article 1.2 Contents

1. The present Charter regulates the legal position of those who are covered by the scope of this Charter as described in Article 1.4.
2. The rights and obligations associated with the legal position as referred in paragraph 1 are also determined by:
  - a. the law and consequent regulations;
  - b. the decisions of the bodies and officials of the AUAS;
  - c. the regulations based on this Charter as referred to in paragraph 4.
3. This Charter consists of a general paragraph and a programme-specific paragraph. The programme-specific paragraph comprises the Teaching and Examination Regulations.
4. The regulations as referred to in paragraph 2 under (c) are as follows:
  - The Code of Conduct for International Students
  - The Code of Conduct for Student Counsellors
  - House Rules
  - Memorandum on the supervision of students with disabilities
  - AUAS Code of Conduct (social safety)
  - Regulations concerning Undesirable Conduct
  - Examination Board Regulations
  - Programme Committee Regulations
  - Regulations Intellectual Property
  - Privacy policy
  - Protocols for Conducting examinations
  - Regulations for the use of student IT facilities
  - Top-level Sports Regulations
  - Entrepreneurial Regulations
  - Code of conduct on doctorate conferral and introductory periods for Amsterdam student associations.



**Article 1.3 Adoption and amendments**

1. The General Section of the Students' Charter – together with any amendments to it – is adopted by the executive board and submitted to the representative advisory council for approval.
2. To the extent it is not determined by the executive board, the programme-specific section of the Charter, consisting of the Teaching and Examination Regulations is adopted by the Dean.
3. The Representative Advisory Council Regulations and Programme Committee Regulations establish which parts of the Teaching and Examination Regulations must be submitted to the Representative Advisory Council or Representative Council of the faculty offering the degree programme, or the Programme Committee for the programme referred to in the Teaching and Examination Regulations for approval or advice.

**Article 1.4 Scope**

1. Except as otherwise provided for in this article, the scope of this Charter is limited to the students and external students of the AUAS.
2. Where indicated in this Charter, the provisions also apply to prospective students and former students of the AUAS and its legal predecessors.
3. With the exception of chapters 3 through 5 and 7, paragraphs of this Charter may be declared applicable to those pursuing a degree programme at a company or legal entity that has an enduring affiliation with the Foundation. However, this exclusively applies if the relevant paragraphs have been explicitly deemed to be applicable.<sup>1</sup>

**Article 1.5 Publication**

1. The Executive Board publicly communicates the Students' Charter by publishing the Dutch text and its English translation on the AUAS website.
2. The Dean ensures that students can access and examine the Teaching and Examination Regulations that apply to their school.
3. Should the General paragraph of the Students' Charter and/or the accompanying Teaching and Examination Regulations be amended during the academic year, the Executive Board or the relevant Dean, respectively, are obliged to announce the amendment in an appropriate manner. An amendment as referred to in the previous sentence will only apply if required by law or regulations, in cases where there is an obvious error or based on very substantial and unforeseen organisational circumstances.

**Article 1.6 Objective of the Foundation**

1. The objective of the Foundation is the establishment and maintenance of one or more higher education organisations as referred to in Section 1.1 under (b) of the WHW and of legal entities for the purposes of that education, as well as the performance of all actions connected with, resulting from and beneficial to such education in the broadest sense.
2. The objective stated in the paragraph 1 is to be achieved in a manner that shows respect for diverse religious, cultural, ideological and social persuasions and movements, to the extent that these are in agreement with the constitution of the Netherlands.

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<sup>1</sup> As the General complaints procedure in chapter 11; this also applies to course participants unless the degree programme made alternative arrangements (article 11.1 paragraph 1).



**Article 1.7 AUAS organisation**

1. The Foundation consists of two bodies: the Executive Board and the Supervisory Board. The Executive Board forms the management of the Foundation and is also the management of the institution as referred to in paragraph 1.1 (j) of the WHW.
2. The Executive Board is responsible for all tasks and powers connected with the management of the Foundation and the AUAS that are not assigned to the Supervisory Board by law or by the Articles of Association.
3. The Foundation has Executive Board and Administrative Regulations in place as referred to in paragraph 10.3b of the WHW. The Executive Board and Administrative Regulations:
  - a. lay down further regulations for the conclusion of a joint scheme as referred to in Chapter 8 of the WHW;
  - b. specify the organizational units of the AUAS;
  - c. specify the powers that have been delegated by the Executive Board;
  - d. describe the relationship between the management of an organizational unit and the Executive Board;
  - e. state which bodies are responsible for the various degree programmes;
  - f. describe the manner of appointment and composition of the Programme Committees;
  - g. describe how the Teaching and Examination Regulations are developed.
4. The Executive Board may instruct the management of the organizational units of the AUAS and/or their employees to exercise the powers vested in them on behalf of the Executive Board. Should such powers include the power to draw up/adopt regulations, the relevant regulation is subject to Executive Board approval.

**Article 1.8 Participation**

1. The AUAS has a Representative Advisory Council, Representative Councils and a Programme Committee.
2. The duties, powers and scope of the councils referred to in paragraph 1 are laid down in the Representative Advisory Council Regulations. The manner in which such councils are chosen and facilitated is recorded in a voting regulation or in a facilitation regulation.
3. Every Programme or group of Programmes has a Programme Committee.
4. The nomination, composition, duties and powers of the Programme Committee are captured in the Board and Management regulations and are elaborated in more detail in the Programme Committee regulations.
5. The regulations referred to in this article are to be publicly communicated through publication on the AUAS website.

**Article 1.9 Faculties and collaborative ventures**

1. The AUAS comprises faculties charged with providing education and conducting research in aid thereof. These are:
  - Faculty of Business and Economics.
  - Faculty of Health Sport and Physical Activity
  - Faculty of Applied Social Sciences and Law
  - Faculty of Digital Media and Creative Industries
  - Faculty of Education
  - Faculty of Technology



2. In addition to these faculties, the AUAS has entered into two joint ventures:
  - the Amsterdam School for Health Professions (ASHP), which is a joint venture between the AUAS, the University of Amsterdam (UvA) and the Amsterdam Medical Center;
  - the Academic PABO Amsterdam (UPvA), a joint venture between the AUAS and University of Amsterdam.

**Article 1.10 Examination Board**

1. Each degree programme or group of degree programmes has its own Examination Board. The Examination Board is established by the Dean on behalf of the Executive Board, with due observance of the provisions of paragraph 7.12a of the WHW. This means, among other things, that members are appointed on the basis of their expertise in the field of study of the degree programme or group of degree programmes.
2. The composition, duties and powers of the Examination Board are set out in the Examination Board Regulations.



## **Chapter 2 Information**

### **Article 2.1 Information for students and prospective students**

1. The AUAS is responsible for ensuring that the information is clear and is provided in good time.
2. The Dean ensures that information on the following subjects is available to students and prospective students before the academic year begins:
  - a. the range of programmes offered by the faculty, including the information as referred to in Article 6.2 of this Charter;
  - b. the objective and organisational structure of the AUAS;
  - c. the Teaching and Examination Regulations for the degree programmes and faculty;
  - d. information regarding advice on students' choice of programme;
  - e. the requirements and possibilities for admission to the various degree programmes and the procedures to be followed;
  - f. the degree programmes that may be subject to a negative binding study advice, and the relevant rules;
  - g. the degree programmes that are subject to a post-propaedeutic phase referral, and the relevant rules;
  - h. the career options associated with the degree programme together with the career profile and details of the job market for graduates, to the extent these are known;
  - i. the possibilities for horizontal and vertical transfer mobility;
  - j. the exact tuition fees and an indication of the other costs and possible costs entailed in pursuing a degree programme, including those of following a second and/or external minor;
  - k. the available student facilities, provided by Student affairs or by the faculty or programme<sup>2</sup>
  - l. specific facilities concerning complaints, complaints undesirable behavior, objection and appeal.
3. The information referred to in paragraph 2 is communicated such that prospective students are able to reach an informed opinion on the content and organisation of the degree programme.
4. The AUAS offers prospective students the opportunity to examine the enrolment procedure and the Code of Conduct for International Students in Dutch Higher Education.

### **Article 2.2 Obligation to check email account and other information sources**

1. An AUAS email account is made available to students for the purpose of their studies. Students are responsible for checking this e-mail account on a regular basis. The same applies to regularly checking SIS, DLO/Brightspace and MijnHvA/MyAUAS. The student is responsible for the consequences of potential failure to regularly consult the email account made available by AUAS, MyAUAS and SIS.
2. Prospective students will receive messages about enrolment including the study check, among other things, in digital format via the e-mail address they have specified in Studielink. Prospective students are responsible for ensuring the availability of this email address and will be expected to regularly check for new messages.<sup>3</sup>

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<sup>2</sup> Facilities in a broad sense that support the student in the study career, [Student affairs](#)

<sup>3</sup> Current and prospective students are also expected to check their spam folder, as it cannot be ruled out that emails from AUAS end up there; and to ensure that the data limit of the mailbox used is not exceeded.



**Article 2.3**

**Providing information about international students**

At the end of every academic year, the AUAS determines the academic progress made by each international student. Sufficient academic progress is deemed to have been achieved if 50% or more of the nominal study load for the academic year or portion of the academic year has been completed. If the student has not made sufficient progress, the degree programme will determine the reason for this by holding a study progress interview. If it emerges that the international student is not studying enough or at all or cannot cope with the level of the work, and the student is subject to a residence permit requirement, the IND will be notified of this within one month. If a written recommendation by the student counsellor indicates that personal circumstances as referred to in paragraph 7.51 of the WHW have prevented the student from making sufficient academic progress, binding agreements will be made with the international student to ensure they catch up with their studies, in accordance with the Code of Conduct for International Students.



## **Chapter 3 Admission to the degree programme**

### **Article 3.1 Admission to the degree programme**

1. In order to be admitted to a Bachelor's or Associate Degree programme, prospective students must have obtained the following minimum qualifications prior to the enrolment deadline: senior secondary vocational education (MBO) level 4 diploma, senior general secondary education (HAVO) diploma, pre- university education (VWO) diploma.
2. To be admitted to a Master's degree programme, the requirements stated for the relevant programme in the regulations/study guide associated with the Education and Examination Regulations and on the website, must be met.
3. Any further requirements to the HAVO or VWO diploma with regard to the subject cluster and/or supplementary subjects that are applied at national level on the basis of the Higher Education Application and Admission Regulations (RATHO) will also apply to the Bachelor's or Associate Degree admission procedure. Appendix 1 to this Charter sets out further entry level requirements for each AUAS degree programme.
4. Prospective students with a senior general secondary education (HAVO) or pre-university education diploma as referred to in paragraph 1 that does not meet further entry level requirements in terms of the subject or subjects referred to in paragraph 2, will be deemed admissible if they can demonstrate their compliance with equivalent requirements by conducting a research project. These requirements must be satisfied before the first year of registration commences, unless the program provides for a deficient program in the Teaching and Examination Regulations. The research project referred to in this paragraph may consist of a test demonstrating adequate knowledge of the deficient subject or subjects. The degree programme must keep a record of the evaluation referred to in this paragraph and the corresponding results.
5. In addition to the requirements set out in paragraphs 1 and 2, some degree programmes are subject to an additional admission requirement as established in RATHO and applied at national level. These requirements are described in appendix 1.
6. In addition to the preceding paragraphs in this article, the following applies to admission to the degree programme: the rules for timely registration or the provision of documents, in particular in the case of a foreign diploma and/or a visa requirement, and if applicable, the rules for the compulsory study choice check or the rules for numerus fixus or intake restriction and selection.
7. Prospective students with a diploma issued either in the Netherlands or abroad that is deemed at least equivalent to a diploma as referred to in paragraph 1 pursuant to a ministerial decree, or an educational route diploma<sup>4</sup> recognized by the Higher Educational Inspectorate, will be deemed admissible providing, where applicable, they also meet requirements with regard to the subject cluster and, in the case of a foreign diploma, have demonstrated their command of the Dutch language at a level that ensures fruitful participation in the education process in the view of the Examination Board, in accordance with Article 3.7 of this Charter. The stipulations of the previous sentence with regard to the Dutch language do not apply if the party involved is seeking to take part in an English-language programme and can demonstrate – by means of a statement issued by Nuffic – their compliance with the requirements for English prior education laid out in Article 4.3 of the Code of Conduct for International Students. If the subject requirements have not been met, the provisions of paragraph 3 apply equally.
8. Those to have been issued a Bachelor's or Master's degree, and those in possession of a certificates demonstrating completion of a propaedeutic year examination at a higher education institution, are exempted from the educational entry requirements referred to in the

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<sup>4</sup> The prospective student may only register on the basis of an educational route diploma with the correct profile that is recognized by the Educational Inspectorate, if this results in an exemption as referred to in Article 7.28 WHW



first paragraph. However, the party involved must meet the requirements set out in the 2nd and 4th paragraph, if applicable.

**Article 3.1a Admission to a 3-year track**

1. If the programme offers a 3-year track for prospective students with a pre-university (VWO) diploma, this track will be subject to the same entry requirements and/or supplementary entry requirements as the 4-year Bachelor's programme.
2. In supplement to the provisions of the first paragraph, admission to the 3-year VWO track is also open to anyone with a diploma that is classed as being at least equivalent to a diploma as referred to in the aforementioned paragraph by ministerial regulation, and – in accordance with the subsequent paragraph – anyone with a diploma (and the relevant average final mark) as referred to in the next paragraph.
3. Prospective students with a senior general secondary education (HAVO) diploma will be deemed admissible to the track as referred to in paragraph 1 if they have an average final mark of 8 or higher and their diploma meets any further or additional educational entry requirements.

**Article 3.1b Admission to a fast-track programme**

1. If the degree programme offers a fast-track programme, the relevant admission requirements will be listed on the AUAS website. The Dean will decide on admission to the programme.
2. At the end of each academic year in which the student has taken part in a fast-track programme as referred to in paragraph 1, the Dean may decide that the student cannot continue the programme. This will be the case if, during the main phase of the programme, the student fails to meet the requirements relating to the continuation of studies applicable to the fast-track programme. The dean takes the advice of the student counsellor into account in this regard if there are personal circumstances. In the event the student may not continue the fast-track programme, he/she may continue the regular four-year Bachelor's programme track. The study advice regulations will remain applicable to any students that fail to successfully complete their first year.

**Article 3.2 Preparatory education abroad**

1. If a person with a foreign previous education – not being a foreign diploma as referred to in Article 3.1, paragraph 7 – applies for admission to the programme, the diploma must be submitted within the term set by the Central Student Administration, and the department will conduct a credential evaluation by the Central Student Administration of the Amsterdam University of Applied Sciences, based on information from the faculty and/or advice from Nuffic, determines with which Dutch prior education the foreign prior education may be equated. Based on this advice, the Central Student Administration determines whether the candidate is admissible to the programme. If a preparatory year is made compulsory, this will be stated in the study guide and on the university's website.
2. Preparatory education abroad is considered equivalent to that referred to in Article 3.1, paragraphs 1 and 2 if the preparatory education in question grants admission to academic higher education or higher education in a country that has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region.<sup>5</sup> The provisions of the previous sentence do not apply if there is a significant difference between the general requirements in respect of admission to higher education in the territory of the country in question and the requirements imposed in Article 3.1 paragraphs 1 and 2.

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<sup>5</sup> Treaty Series, 2002, no. 137



3. Prospective students with a diploma that was not issued in the Netherlands and that is classed pursuant to paragraphs 1 and 2 as being at least equivalent to a diploma as referred to in Article 3.1, paragraph 1, are eligible for admission provided that, where applicable, the subject requirements and the provisions of Article 3.1, paragraph 4 and 5, have been met and the person concerned additionally demonstrates to the Examination Board's satisfaction that he or she has a sufficient command of the Dutch language to successfully take part in the degree programme in accordance with the requirements in Article 3.6 of this Charter. If the subject requirements have not been met, the provisions of Article 3.1, paragraph 4 apply equally.

### **Article 3.3 Requirements concerning employment of part-time students**

1. Part-time programmes may require that prospective students seeking to enrol, carry out specific activities over the course of the degree programme provided these activities have been earmarked as course units in the Teaching and Examination Regulations. These requirements are featured in the course catalogue and AUAS website.
2. If a student no longer meets the requirements for suitable activities, this student may no longer take part in examinations on course units that include these activities. In the temporary absence of comparable activities, students will be offered a suitable education programme or referred to another programme variant where possible.
3. The Dean is authorised to ask the student to submit documentary evidence of compliance with the provisions of paragraph 1 each year. The student is obliged to provide the information requested.

### **Article 3.4 Admission to dual programmes**

1. Admission to dual programmes is subject to specific requirements on professional activity. These requirements are featured in the course catalogue and AUAS website<sup>4</sup>. Admission to a dual programme will require an agreement concluded on behalf of the institution by the degree programme, student and business or organisation where the professional activities are to take place.
2. As a minimum, the agreement referred to in paragraph 1 will contain provisions regarding:
  - a. the term of the agreement and the duration of the period or periods of professional activity;
  - b. supervision of the student;
  - c. the qualities in terms of knowledge, insight and skills that a student must have acquired on completion of the degree programme and that must be gained during the period of professional activity<sup>6</sup>, as well as the corresponding assessments, and;
  - d. when and how the agreement may be terminated early.
3. Any person who wishes to be admitted to a dual degree programme must hold an agreement as referred to in paragraph 1 at the time of admission. If the requirement set out in the previous sentence is not met, the person in question will be deemed ineligible to take part in the dual study programme. Consequently, the Dean may decide to refuse the student access to the dual degree programme. The student will receive written notification of any decision as referred to in the previous sentence.
4. If an agreement as referred to in paragraph 2 is terminated prematurely, the student will be given up to a further six months to enter into a new agreement as referred to in paragraph 2. If this proves impossible, the student will be regarded as no longer eligible to take part in the dual degree programme. Consequently, the Dean may decide to refuse the student access to this programme. The student will receive written notification of any decision as referred to in the previous sentence.

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<sup>6</sup> This means that requirements with regard to the workplace are included in the agreement



**Article 3.5                      Entrance Examination**

1. Persons aged 21 or over who do not satisfy the preparatory education requirements referred to in Article 3.1 may, in accordance with paragraph 7.29 of the WHW, be exempted from the preparatory education requirements subsequent to completing an entrance examination. This exemption does not apply to the requirements for a 3-year track, special track or fast-track programme.
2. Entrance examinations can only be administered to persons who will have reached the age of 21 at the time of their first year of enrolment on the degree programme.
3. Prospective students that hold a foreign diploma but are unable to provide this document may submit a request to deviate from this age requirement to the Entrance Examination Board.
4. The purpose of the entrance examination is to ascertain whether the candidate is able to participate in the study programme and has a sufficient command of the language in which it is taught to complete the programme successfully.
5. The AUAS website and/or the Teaching and Examination Regulations explains which entrance examination components must be completed with a passing mark in order to be eligible for admission.
6. The entrance examination board, charged with supervising entrance examinations, will issue a written statement confirming admissibility to all prospective students that successfully complete the entrance examination. This statement will be valid for a period of two academic years, starting from the year following completion of the entrance examination.

**Article 3.6                      Dutch language proficiency test**

1. Those who are required to prove under this chapter that they have a sufficient command of the Dutch language must do so by submitting evidence as referred to in paragraph 2.
2. The evidence referred to in paragraph 1 is understood to refer to:
  - a. a certificate Dutch as a second language (NT2) programme 2 state examination, whereby the prospective student must have successfully completed all 4 NT2 components;
  - b. a certificate issued by the AUAS Student Affairs Department, specifying that the candidate has successfully completed all components of the NT2 examination;
  - c. a certificate Dutch as a second language CNaVT.<sup>7</sup>;
  - d. the combination of partial statements for the internal AUAS test Dutch, of the Student Affairs department, with a validity period of two academic years, with components passed in the NT2 exam, causing all 4 components of the NT2 exam to have been completed.

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<sup>7</sup> Certificate Dutch as a Foreign Language, Educational Starter Qualification or Educational Professional Profile, Taalunie.



**Article 3.7 English language proficiency test<sup>8</sup>**

Students required to demonstrate their adequate command of the English language on the basis of this chapter must provide evidence that they have obtained an overall band score of at least 6.0 on an academic IELTS<sup>9</sup> test, or submit the results of another recognised language test deemed equivalent on the basis of Article 4.2 of the Code of Conduct for International Higher Education Students. The degree programme may apply more stringent and specific English proficiency requirements. In such cases, these requirements will be published on the website.

**Article 3.8 Admission and other enrolment requirements**

The Dean's decision to admit a person to a degree programme based on the regulations in this chapter will only lead to his or her enrolment as a student or external student if all other conditions of enrolment have been met.

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<sup>8</sup> This article does not apply to exchange students enrolled in an English-taught degree programme, provided that written agreements have been made between the degree programme and the original institution regarding the language level of students

<sup>9</sup> International English Language Testing System



## **Chapter 4                    Study Check                                       advice on choice of degree programme                                       enrolment quota and selection**

### **Article 4.1                    Applicability**

1. This chapter applies to all Bachelor's and Associate's degree programmes of AUAS, with the exception of Bachelor's and Associate's degree programs subject to a selection procedure as defined from Articles 7.57b up to and including 7.57e of the WHW (Higher Education and Research Act). The application and selection procedure for programs with a numerus fixus is included in Appendix 2 of this Student Charter. The application and selection procedure for Master's programs with a restricted intake is included in Appendix 3 of this Student Charter.
2. For newly offered study programmes, for which the result of the NVAO New Program Test is not known until after February 1 of the current calendar year, August 15 is the date of registration for the study choice check. This is stated on the website of the relevant degree programme.
3. This chapter also applies to prospective students who, pursuant to Section 7.28 of the WHW, are exempt from the diploma requirements referred to in Section 7.24 (1) and (2) of the WHW on account of possessing a diploma obtained outside the Netherlands.
4. This chapter does not apply to the prospective student who registers via Studielink after the registration deadline and who can demonstrate that he or she was given a negative study advice<sup>10</sup>, binding or not, for another study programme within the meaning of Article 7.8b of the Higher Education Act (WHW), at such a time that the person concerned could not register before the end of the registration deadline, i.e., by August 15<sup>th</sup> at the latest.

### **Article 4.2                    Enrolment application by May 1<sup>st</sup> at the latest full-time, part-time or dual degree programme**

1. Prospective students must register<sup>11</sup> via Studielink no later than May 1<sup>st</sup> before the start of the academic year for the propaedeutic phase of a full-time Bachelor's program or the first year of a full-time Associate Degree program at the university of applied sciences and have right to a study choice check. Participation is not mandatory. The Executive Board may decide on a leniency scheme for prospective students who do not meet this deadline. In that case, the scheme will be communicated via the website.
2. Prospective students who have registered via Studielink no later than May 1<sup>st</sup> before the start of the academic year for the propaedeutic phase or the first year of a part-time or dual variant of a Bachelor's or Associate Degree programme. at the university is entitled to a study choice check.
3. Prospective students who have applied for enrolment in an AUAS part-time or dual or Associate Degree programme via Studielink later than May 1<sup>st</sup> will not be entitled to take part in the Study Check. However, they may be invited to participate nonetheless. Participation is not mandatory.

### **Article 4.3                    Late enrolment applications up until August 15<sup>th</sup> at the latest**

1. Prospective students who apply for the first time via Studielink after May 1<sup>st</sup> but no later than August 15<sup>th</sup> for the propaedeutic phase of a full-time Bachelor's program or the first year of a full-time Associate Degree program at the university of applied sciences, and within one week

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<sup>10</sup> At AUAS, a non-binding study advice is also referred to as progression advice

<sup>11</sup> indicated in Studielink as a request for enrollment



after the registration via Studielink, but no later than August 15<sup>th</sup> :

- that the prospective student has registered for another Bachelor's or Associate Degree programme, at another institution or at the university of applied sciences no later than May 1<sup>st</sup> prior to the academic year, or
  - that the prospective student was enrolled in a bachelor's or associate degree program at a college or university in the previous year;
  - is entitled to admission to the relevant degree programme
2. Prospective students who do not require a visa, and who register for the first time via Studielink after May 1 for the propaedeutic phase of a full-time bachelor's degree or the first year of a full-time Associate Degree program at the university of applied sciences, and within one week after registration via Studielink, but no later than July 1, or June 15 if they apply for the Academy of Physical Education (ALO) including the double degree program PABO-ALO, and show that they are motivated for the course and have not registered in time due to special circumstances, can still be admitted by the Dean.
  3. If a prospective student registers for the first time via Studielink after May 1<sup>st</sup>, for the propaedeutic phase of a full-time Bachelor's degree, or the first year of a full-time Associate Degree programme at AUAS, and cannot demonstrate that he or she, based on paragraph 1 or 2 of this article, still has the right to be admitted, the registration request will be denied.

#### **Article 4.4                      Enrolment application or change of programme after August 15<sup>th</sup>**

1. Prospective students who, pursuant to article 4.2 or 4.3, have registered in time for a full-time Bachelor's or full-time Associate Degree program, want to switch to a different programme within the AUAS between August 15<sup>th</sup> and September 1<sup>st</sup> may only enrol in another full-time Bachelor's or full-time Associate Degree programme with the explicit permission of the Dean of the faculty at which the programme is offered.
2. A prospective student who does not require a visa who registers via Studielink after August 15<sup>th</sup> for the propaedeutic phase of a full-time bachelor's degree or the first year of a full-time Associate Degree program at AUAS, and within one week after registration via Studielink, but no later than September 1<sup>st</sup>, and demonstrates that he or she meets one of the conditions stated in Article 4.3, paragraph 1, and is motivated for the programme but has not registered in time due to special circumstances, the Dean may still admit him or her.

#### **Article 4.5                      Study Check**

1. Prospective students who have registered via Studielink before May 1<sup>st</sup> for the propaedeutic phase of a Bachelor's degree program or the first year of an Associate Degree program are entitled to a Study Check. Participation is not mandatory.
2. The information required for the study choice check will be announced on the website of the programme in good time, but no later than October 1<sup>st</sup>.

#### **Article 4.6                      Advice on programme choice**

1. Prospective students who take part in a Study Check receive advice on their choice of degree programme.
2. The programme manager informs prospective students of this advice within two weeks of the Study Check in the digital learning environment (Brightspace).
3. The advice on choice of degree programme does not constitute a decision with legal consequences and is not open to objections or appeals.



## **Chapter 5                    Enrolment and termination of enrolment**

### **Article 5.1                    Educational entry requirements**

Anyone wishing to enrol as a student in a degree programme is required to meet the relevant education and other admission requirements, subject to the WHW and that which is provided for in or pursuant to this Charter.

An exception is made for prospective students who, as of May 1<sup>st</sup>, do not yet fully meet the special further prior education requirements with regard to primary education teacher training in the fields of geography, history and nature, including biology. If they meet the further registration conditions, they will be registered as students as of August 15<sup>th</sup>. On the basis of the 'Decree on the preliminary education requirements for primary education teacher training', they are given the opportunity in the first year of registration for the primary education teacher training course that they still meet the preparatory and admission requirements with regard to the subject areas of geography, history nature including biology.

### **Article 5.2                    Enrolment procedure as of September 1<sup>st</sup>**

1. The department Central Student Administration handles student enrolment
2. Those who wish to enroll as a student must register for a degree program no later than May 1<sup>st</sup> in case of enrollment for the propaedeutic phase of a full-time bachelor's degree or the first year of a full-time Associate Degree program, then August 15<sup>th</sup> if Article 4.3 paragraph 1 applies, or before September 1<sup>st</sup> for (re)enrolment in other (variants of) degree programs at the university: by submitting a request via Studielink to the student administration department. Enrollment is for the entire academic year and ends in the cases referred to in the fifth paragraph and Articles 5.5 and 5.6. Enrollment must also take place in accordance with procedural rules set by the Executive Board, which may differ for a Master's program from those for a Bachelor's or Associate Degree programme.
3. Registration must be completed before September 1<sup>st</sup>.
4. In order to enrol as a student, the parents, guardians or carers of the person concerned, or, if of age and legally competent, the actual person concerned must prove that they:
  - a. hold Dutch nationality or are treated as a Dutch citizen pursuant to a statutory provision;
  - b. are a foreign national aged 18 or under on the first day on which the degree programme in which they are applying for first-time enrolment commences;
  - c. are a foreign national aged 18 or older on the first day on which the degree programme in which they are applying for first-time enrolment commences and as at that date are legally resident within the meaning of paragraph 8 of the Aliens Act 2000;
  - d. are a foreign national and reside outside the Netherlands on the first day on which the degree programme in which they are applying for first-time enrolment commences; or
  - e. are a foreign national who no longer meets one of the requirements stated under (b), (c) or
  - f. (d) of this paragraph but have previously enrolled in a degree programme at the AUAS in accordance with one of these subparagraphs, which programme they are still taking and have not yet completed.
5. Should it appear after enrolment that, for any reason whatsoever, enrolment was not carried out in accordance with the fourth paragraph, the student's enrolment will be terminated immediately.
6. Enrolment will not take place until proof has been submitted that the tuition fees due will be paid or the examination fees or course fees due have been paid. Enrolment in a Bachelor's or Associate degree programme is not dependent on any financial payment other than that referred to in Article 5.10.
7. If a student who is of age or an external student will not be paying the tuition fees or the examination fees themselves, enrolment will not take place until the student or external student



has provided a written statement affirming that a third party named in the statement will pay the tuition fees or examination fees on their behalf.

8. Registration as an external student is only permitted if in the opinion of the Dean the nature or importance of the education does not dictate otherwise.
9. The person who registers for the first time a degree programme is to report before registering with the Minister of Education, Culture and Science, with due observance of the provisions in Section 7.39 WHW and of the procedural regulations to be drawn up by the aforementioned minister. If RIO states that enrolment is also possible effective 1 February, the same procedures will apply and the first of September must be read as the first of February in this chapter.

### **Article 5.3 Enrolment following a binding negative study advice or rejection of application**

1. Students who received a binding negative study advice for an Associate Degree programme or a Bachelor's programme can no longer enrol in the same AUAS programme or any other AUAS programmes with the same first- year phase.
2. A student who, in deviation from the first paragraph, wishes to enroll in a Bachelor's program for which this student has previously received a negative binding study advice, must submit a request to the Examination Board to withdraw the negative binding study advice, in accordance with the provisions of Article 5.6, paragraph 2, of the Education and Examination Regulations.
3. Students who were unable to enrol by September 1<sup>st</sup> of the academic year due to a binding negative study advice and subsequently lodged a successful appeal against this decision may request, no later than 2 weeks after receiving notice that the binding study advice has been revoked<sup>12</sup>, enrolment by September 1<sup>st</sup> at the Central Student Administration via Studielink and must pay the tuition before the end of the month in which they put in their request. This also applies in cases where a prospective student has successfully appealed or objected against a decision to refuse their admission.

### **Article 5.4 Enrolment applications on or after September 1<sup>st</sup>**

1. Enrolment on the basis of a request submitted on or after September 1<sup>st</sup> (referred to as interim enrolment) can only take place on the first day of the month, under the following conditions:
  - a. first-year students who have registered in time for a full-time Bachelor's or full-time Associate Degree program pursuant to Article 4.2 or 4.3, seeking to switch to another Bachelor or Associate degree programme will be entitled to interim enrolment providing they have taken part in a suitable Study Check or intake for the relevant programme if such is required, and have the necessary capacities to obtain a positive study advice;
  - b. first-year students who have registered in time for a full-time Bachelor's or full-time Associate Degree program pursuant to Article 4.2 or 4.3, seeking to enrol in another Bachelor or Associate degree programme variant in the interim<sup>13</sup> will be allowed to do so if it is possible for them to obtain enough credits to get a positive binding study advice;
  - c. prospective students submitting a request to this end following a withdrawal of a previous refusal of the degree programme, to accept their enrolment application the start of the academic year,
  - d. or in the event that an objection to that refusal has been declared well-founded;
  - e. students temporarily enrolling in a second-level teacher training programme with the sole aim of taking the National Knowledge Test;

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<sup>12</sup> In other words: the new decision that the Examination Board takes after the decision of the Examination Appeals Board, if this serves to withdraw or suspend the negative study advice.

<sup>13</sup> This includes switching between full-time, part-time and dual programmes.



- f. advanced students with the capacity to graduate during the relevant academic year while studying at a normal pace, taking account of the programme content;
  - g. re-enrollers that temporarily stopped studying due to personal circumstances and/or were unable to enrol before September 1<sup>st</sup> according to a written statement by the student counsellor;
  - h. a student who has re-enrolled for an AUAS program for which a positive binding study advice has been issued and who wishes to transfer to a program with the same propaedeutic year
  - i. students that did not enrol on September 1<sup>st</sup> due to the inability to complete a degree programme with an average standard of 10 ECTS per semester, as evidenced by a written statement by the student counsellor, for which there is no solution;
  - j. first-year students seeking to switch to another Master's degree programme will be entitled to interim enrolment providing they have taken part in a suitable Study Check or intake for the relevant programme if such is required, and it is possible for them to obtain a reasonable amount of credits.
  - k. if the Dean, as a goodwill gesture, grants a one-time request from a (prospective) student who, due to circumstances within their sphere of risk, has not registered on time by September 1<sup>st</sup>, taking into account the nature and interests of the education provided.
2. Prospective students seeking interim enrolment must submit a request to this end to the faculty Dean via the AUAS Student Administration Department, and will be expected to meet all other admission and enrolment requirements.
  3. Enrolments following a request on or after September 1<sup>st</sup> as referred to in paragraph 1 may – following a request to this end by the student – take effect on the first day of the month in which the enrolment application was submitted, with the exception of October. In cases where an interim enrolment application is submitted in the month of October, the enrolment can take effect on the first day of the following month.

#### **Article 5.5 Refusal and cancellation of enrolment**

1. On behalf of the Executive Board, Central Student Administration will refuse an enrolment application or cancel enrolment – retroactively if necessary and possible – if:
  - a. the enrolment conditions stipulated by the AUAS have not been met, including the condition that the tuition or examination fee is paid on time;
  - b. the student still had outstanding payments over a previous year or years as on September 1<sup>st</sup> and *no* payment scheme *has been agreed upon*;
  - c. if AUAS has previously terminated the student's registration on the basis of Article 5.6 paragraph 1 sub b, and the tuition fee due has not been paid.
  - d. if it appears that the information provided by the person concerned, on the basis of which the mandatory requirements for admission and registration are demonstrated, is incorrect;
  - e. there are grounds to believe or it has appeared that the person concerned would misuse enrolment and the attached rights by seriously compromising the objectives of the Foundation;
  - f. statements made or conduct shown by the person concerned indicate their unsuitability for the practice of one or more professions for which the programme is educating them or for the practical training for such professional practice as referred to in Section 7.42a of the WHW, pursuant to the advice of the relevant Examination Board or Dean.
2. Decisions based on paragraph 1 will be provided in writing and stating reasons.

#### **Article 5.6 Termination of enrolment**

1. On behalf of the Executive Board, Central Student Administration may terminate the enrolment of a student or external student on the following grounds:
  - a. at the request of the enrolled student, effective from the first day of the following month;
  - b. if the person enrolled in the degree programme fails to pay the statutory tuition fees, institutional tuition fees or examination fees after receiving a demand for payment,



- effective from the second month after the demand for payment;
  - c. on the basis of a binding negative study advice drawn up in writing by the Examination Board as referred to in Section 7.8b of the WHW;
  - d. on the basis of a recommendation by the Examination Board adopted by the Executive Board or the Dean to terminate enrolment as a result of serious fraud as referred to in Section 7.12b of the WHW, effective from the following month;
  - e. if the enrolled student does not respect the principles and objectives of the AUAS or there are grounds to believe that the person concerned would misuse enrolment and the attached rights as referred to in Section 7.37 of the WHW, effective from the following month;
  - f. in the case of conduct connected with the future professional practice as referred to in Section 7.42a of the WHW, pursuant to the advice of the relevant Examination Board or Dean and effective from the following month;
  - g. in the event of a disciplinary measure as referred to in Section 7.57h of the WHW, effective from the following month;
  - h. if the enrolment was based on incorrect and/or falsified data, effective immediately.
2. Decisions as referred to in paragraph 1 will be provided in writing and stating reasons.
  3. Requests as referred to in paragraph 1 under (a) are to be submitted via Studielink. An enrolled student may only grant a third party – not being an employee of the Foundation – the authority to terminate the enrolment on their behalf in the form of a written authorisation.
  4. Central Student Administration is to inform the DUO regarding decisions referred to in paragraph 1.

#### **Article 5.7 Rights and obligations of students and external students**

1. Enrolment as a student grants the right to:
  - a. take part in education offered by the degree programme in which the student is enrolled, including any minors offered by the AUAS, providing the applicable preconditions have been met<sup>14</sup>
  - b. take part in examinations and partial interim examinations for the programme components, and take part in programme exams providing all applicable preconditions have been met;
  - c. admittance to the buildings and grounds of the AUAS, unless the Executive Board or the Dean deem such admittance to be incompatible with the nature or interests of the instruction or research;
  - d. use the education facilities in accordance with the conditions of use set out by or on behalf of the Executive Board;
  - e. view the student file kept by the AUAS;
  - f. academic counselling and the services of a student counsellor. The student counsellor is to devote particular care to the supervision of students with a disability and students from an ethnic or cultural minority whose participation in higher education is significantly less than the participation of those who do not belong to such a minority;
  - g. active and passive voting rights for the Representative Advisory Council and Representative Council of the faculty to which the student's degree programme belongs, in accordance with the provisions of the Representative Advisory Council Regulations;
2. Enrolment as an external student in a degree programme only grants the right to the provisions under (b), (c), (e) and (f) of paragraph 1.
3. Should the rights referred to in paragraph 1 not be exercised or if it is not possible for the student to exercise them sufficiently as a result of a disability, the AUAS and/or the Dean and/or Examination Board is obliged to take appropriate steps on behalf of the student, with due observance of the legal frameworks and in accordance with the standards of reasonableness and fairness.

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<sup>14</sup> These preconditions can be content-related or organizational and may limit the student inflow



4. If the Executive Board terminates a degree programme, the Board will determine the time at which such a decision is to take effect, in such a manner that students enrolled in the programme can complete it within a reasonable period at the same or an alternative institution.
5. The AUAS subscribes to the code of conduct for international students in Dutch higher education. This means that both the AUAS and the student may derive rights and obligations from this code.
6. Students and external students and are not permitted to enter into a commitment on behalf of the AUAS without the express written permission of the Executive Board or the Dean, nor to permit third parties to quote the name of the AUAS and/or to use the logo of the AUAS, not even in connection with educational activities. The AUAS reserves the right to recover from the violator any damages connected with a violation as referred to in the previous sentence.
7. Enrolment as a student or external student entails at least the following obligations:
  - a. to participate in practical exercises should these be prescribed in the Teaching and Examination Regulations of the relevant degree programme;
  - b. to display proper conduct in the buildings and on the grounds used by the AUAS in accordance with the regulations laid down in or pursuant to the Students' Charter;
  - c. to provide identification upon request to persons designated by the Executive Board in order to check if the person concerned is entitled to receive instruction at the AUAS and to enter AUAS buildings and grounds.
  - d. to report any (potential) study completion delays due to personal circumstances or circumstances within the degree programme to the student counsellor as quickly as possible so that appropriate measures can be taken where necessary in order to prevent or minimise delays.

#### **Article 5.8                      Student ID card, payment receipt and proof of enrolment**

1. Students who applied for enrollment will receive a non-transferable student ID card. The card contains a photograph that should be a good likeness of the student.
2. Students can use the student ID card referred to in paragraph 1 as proof of their identity at the AUAS, unless other requirements are placed on identification, such as in the case of admission to examinations. Rights may be granted to a holder of a student ID card.<sup>15</sup> An ID card does not represent proof of payment of the statutory tuition fees or institutional tuition fees due nor is the card proof of registration for a course. Student ID cards are issued once only and are valid for five years.
3. In the event of loss or theft of a student ID card, the costs of issuing a new student ID card will be charged to the student.
4. The AUAS reserves the right to claim any damages/loss arising from the fraudulent use of a student ID card, or from being a party thereto, from the person(s) concerned.
5. After registration and proof that the tuition fees have been paid, or will be paid, the student will receive a certificate of registration.
6. A payment receipt may be issued to the student at their request for the purpose of a second enrolment.

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<sup>15</sup> The rights referred to here may relate, among other things, to the use of lockers, printing and copying equipment



**Article 5.9 Change of address**

1. Enrolled students are to report any change of address in good time via Studielink. Students are responsible for the accuracy of their own information in Studielink<sup>16</sup>.
2. The AUAS accepts no responsibility for the consequences of failing to meet the obligation referred to in paragraph 1 or failing to do so correctly.

**Article 5.10 Entitlement to statutory tuition fees and examination fees**

1. The statutory tuition fees as referred to in Section 7.45a of the WHW are payable by students who:
  - a. since 1<sup>st</sup> September 1991, have not previously obtained a Bachelor's degree, if enrolling in a Bachelor's degree programme, or have not previously obtained a Master's degree, if enrolling in a – government-funded – Master's degree programme according to the Central Register of Higher Education Enrolment (*Centraal register inschrijving hoger onderwijs*, CRIHO); or
  - b. since 1 September 1991, have not previously obtained an Associate Degree, Bachelor's degree or Master's degree at a government-funded degree programme if enrolling in an Associate Degree programme according to the CRIHO;
  - c. belong to one of the groups of people referred to in Section 2.2 of the Student Finance Act 2000 (*Wet studiefinanciering 2000*) or are Surinamese nationals.
2. If the student was registered for a Bachelors's or Associate Degree programme in the field of education as referred to in Article 2.3 paragraph 1 of the WHW Implementation Decree, as of September 1<sup>st</sup> 2023 and continues with this programme in academic year 2024-2025, and meets the conditions as described in paragraph 1, he or she will be eligible for a reduced statutory tuition fee for one time, during a period of twelve months of registration. An interruption of the enrolment does not suspend the twelve month period.
3. A person who demonstrably – according to the base education registry – enrolls in one of the following programmes for the first time, counting from 1<sup>st</sup> September 1991:
  - an Associate Degree programme in the field of education or health care, after this person having previously obtained an Associate Degree in a field other than education or health care, or
  - a Bachelor's degree programme in the field of education or health care, after this person having previously obtained a Bachelor's degree in a field other than education or health care, or
  - a Master's degree programme in the field of education or health care, after this person having previously obtained a Master's degree in a field other than education or health care,will not be required to pay more than the statutory tuition fee for this education or health care programme, providing they belong in one of the groups described in paragraph 1, point c of this article.
4. Students as referred to in paragraphs 1 and 2 who enrol in a full-time degree programme must pay the full statutory tuition fees as referred to in Section 7.45a of the WHW. Students as referred to in paragraph 1 who are pursuing a part-time degree programme or a dual degree programme must pay a portion of the statutory tuition fees as referred to in Section 7.45a of the WHW, in an amount to be determined annually by the Executive Board.
5. A student as referred to in paragraphs 1 and 2 who is enrolled in more than one degree programme and successfully completes the first programme in which the student was enrolled, will continue to owe the statutory tuition fee for the duration of the programme or programmes they have yet to complete, providing they enrolled in the second programme before completing the first.

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<sup>16</sup> This includes the accurate spelling of their name for use on the degree certificate



6. A student who enrolls during the course of the academic year is only required to pay a portion of the statutory tuition fees. In that case, the amount due is calculated in proportion to the number of remaining months of the relevant academic year.
7. A student enrolled in a degree programme may receive a one-off exemption from the obligation to pay the statutory tuition fee over a period of one academic year, providing a recommendation to this end as referred to in Article 7.8 of the Student Charter has been issued by the Financial Relief Fund for Students (FOS) on the basis of administrative or social activities. In such a case, the student will not be entitled to take part in education or examinations at the AUAS or another government-funded institution, and will not receive proof of paid tuition fees.
8. A student who does not meet the requirements set out in paragraphs 1 and 4 will owe an institutional tuition fee as referred to in Section 7.46 of the WHW, with the exception of situations described under paragraph 6.
9. The institutional tuition fees for students as referred to in paragraph 7 who enrol in a degree programme with support from the UAF Foundation for Refugee Students is equal to the statutory tuition fees applicable to that programme. This also applies to Ukrainian students who have been continuously enrolled<sup>17</sup> for the same course from 2022-2023 or 2023-2024.
10. If a student, as referred to in paragraph 9, subsequently satisfies the provisions described in the first paragraph during the course of the academic year – at the student's request – the statutory tuition fees for the remaining part of the academic year are payable by the student, while the difference between the institutional tuition fees that have already been paid for the remainder of the academic year and statutory tuition fee will be refunded to the student.
11. Persons enrolling as external students must pay examination fees as fixed by the Executive Board.
12. A Bachelor's or a Master's degree as referred to in paragraph 1 is equated with:
  - a. a student who has passed the final examination of a higher professional education degree programme with a study load of 168 credits in accordance with the WHW as it read on August 31<sup>st</sup> 2002, and
  - b. a student who has passed the '*kandidaats*' examination of a research-oriented higher education degree programme as referred to in Section 7.8 of the WHW as this Section read on August 31<sup>st</sup> 2002.
13. The Executive Board will fix the tuition fees, examination fees and the associated policy for the academic year commencing in the next calendar year by no later than December 31<sup>st</sup>.

#### **Article 5.11 Payment of tuition fees**

1. Tuition fees may be paid by or on behalf of the student as follows:
  - a. a lump sum payment; or
  - b. payment in installments in accordance with a payment arrangement made by the Executive Board with the person undertaking to pay, for which the Executive Board may charge administrative fees up to the statutory maximum.
2. Upon students' request, Central Student Administration will issue proof of payment confirming that the tuition fees have been paid.

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<sup>17</sup> In accordance with the binding decision of the VH dated April 19<sup>th</sup> 2024, Ukrainian students who have been continuously enrolled in the same course from the academic year 2022-2023 or 2023-2024 will pay a reduced institutional fee for the nominal duration of the degree programme



**Article 5.12 Recalculation of tuition fees**

The payable tuition fees will be determined on the basis of the information available to the AUAS at the time of enrolment (via Studielink). Should it later emerge that the tuition fees were determined on the basis of incorrect or incomplete information, the AUAS reserves the right to subsequently charge the correct fees.

**Article 5.13 Reduction of, and exemption from statutory tuition fees**

1. Anyone enrolled as a student at another government-funded higher education institution who has paid the statutory tuition fees as referred to in Article 5.10, paragraph 1 at that institution, and who additionally or in lieu thereof wishes to enrol in a Bachelor's degree programme or Associate Degree programme at the AUAS for the same academic year, will be exempt from paying the statutory tuition fees for the latter enrolment, unless the amount paid or to be paid for the first enrolment is lower than the statutory tuition fees. In that case the student will be required to pay the difference.
2. Anyone who is enrolled in government-funded education and is required to pay school or course fees pursuant to the School and Course Fees Act (*Les- en cursusgeldwet*), and who in lieu thereof or additionally wishes to enrol at the AUAS in the same academic year and must therefore pay the statutory tuition fees, will be required to pay tuition fees for the second enrolment that equal the difference between the tuition fees for that second enrolment and the amount already paid. If the total tuition fees due are lower than the amount already paid, the student will be exempted from paying tuition fees.
3. Students who are entitled to pay the statutory tuition fees as referred to in Article 5.10, paragraph 1 to 4, or paragraph 6 will not be granted exemption from paying the tuition fees for enrolment in another programme as referred to in Article 5.10, paragraph 9.

**Article 5.14 Refund of tuition fees**

1. Students are entitled to the refund of one-twelfth of the due tuition fee for each remaining month of the academic year following termination of their enrolment.
2. In the event of termination effective July or August, the student will not be eligible for refund of any tuition fees over the remainder of the academic year.
3. In the event of a student's death during the course of the academic year, one-twelfth of the tuition fees paid will subsequently be refunded for every remaining month of the academic year.
4. The Student Administration Department will determine whether any tuition fees are to be refunded once the student has submitted a request to terminate their enrolment via Studielink.

**Article 5.15 Other payments**

1. Enrolment in a degree programme is not subject to the payment of fees other than tuition or examination fees.
2. If a programme component carries additional or other costs, students must be offered an alternative, unless this is not possible due to the specific nature or structure of the degree programme. The amount of any such additional or other costs must be reasonable.
3. If activities and facilities do not form part of a degree programme, participation in and/or use of them will be on a voluntary basis. Students may be charged for the costs of such participation.



**Article 5.16 Damages and penalty stipulations**

1. Anyone who is not enrolled and uses teaching and examination facilities is required to pay compensation to the AUAS equal to the payable institutional tuition fees, in accordance with the provisions of Section 15.2 of the WHW.
2. Anyone who does not satisfy the provisions of paragraph 1 of this Section is guilty of an offence and may be punishable with a second-category fine in accordance with the provisions of Section 15.3 of the WHW.
3. Anyone participating in the AUAS educational or examination facilities is obliged, on that occasion or immediately thereafter, to disclose their name and address and to make proof of their authorization available for inspection to any university employee who requests it on behalf of the Executive Board. Anyone who fails to comply with this identification requirement commits a criminal offense and may be punished with a category 1 fine in accordance with Article 15.4 of the WHW.



## **Chapter 6                    Education**

### **Article 6.1                    Teaching and Examination Regulations**

1. The Teaching and Examination Regulations contain provisions relating to the teaching of the degree programme and the associated examinations and interim examinations. Their contents may vary in certain areas depending on the degree programme, and have thus been incorporated into a separate set of regulations. These regulations make up the programme-specific component of the Student Charter.
2. Every study year there the degree programme will establish a Teaching and Examination Regulations For Bachelor, Master and Associate degrees after advice and approval of the CMR.
3. The programme manager will prepare the Teaching and Examination Regulations for the degree programme in question, on the basis of an AUAS-wide format. The Teaching and Examination Regulations feature the assessment overview for the relevant degree programme.
4. The Teaching and Examination Regulations for each degree programme are adopted by the Dean, following recommendations by and approval from the programme committee and Representative Council.
5. The degree programme's current Teaching and Examination Regulations are published in the relevant course<sup>18</sup> catalogue, under 'Programme information'.

### **Article 6.2                    Course catalogue**

1. The course catalogue contains all the information students need to adequately prepare for and carry out their learning activities:
  - a. formal, legally required information as featured in the Teaching and Examination Regulations, such as the degree programme name, variant and RIO code, number of study years and periods, courses (course units) credits, the associated tests and testing dates;
  - b. this information is supplemented with programme descriptions, course descriptions and information on study materials, learning objectives, competences, testing, links to other course components, coordinators and lecturers.
  - c. a reference to Student Info for support and facilities for the learning activities.
2. Personal study information, such as academic progress, results, and individual timetables do not fall within the scope of 'course catalogue information'.
3. General information for students on regulations, procedures and facilities will be published on My AUAS.

### **Article 6.3                    Educational quality control**

1. The Executive Board is to determine the quality of the teaching applicable to the faculties. The AUAS has an internal quality control system in place for monitoring the quality of education and research, which entails periodically assessing the (quality of) education and research in individual degree programmes and, if the level of quality is found to be inadequate, developing and implementing improvement programmes.
2. The Deans and programme managers define their programme's mission, profile and associated objectives and quality characteristics with due observance of the framework established by the Executive Board and in consultation with staff and students.

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<sup>18</sup> For the relevant course, see: <https://coursecatalogue.amsterdamuas.com/>



3. These objectives and quality characteristics are evaluated against the quality requirements imposed by the authorities for the accreditation of degree programmes as referred to in Section 5.12 WHW.
4. A system of internal quality assurance is in place to ensure the systematic determination, measurement, analysis and continuous improvement of the quality of education and research. Students are involved in this process.

**Article 6.4                      Practical training and excursions**

1. The course catalogue includes information about practical training periods – including work placements carried out outside the AUAS and research – that form part of the degree programme.
2. The rights and obligations of the student, the Degree Programme, and the organisation offering the practical training position are set out in a written tripartite agreement.
3. Students will be informed in good time about any excursions that form part of the curriculum.<sup>19</sup>.

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<sup>19</sup> In the event that costs are associated with this, the provisions of Article 5.5 apply



## **Chapter 7            Financial assistance**

### **Article 7.1            FOS (Financiële Ondersteuning Studenten) Financial Support for Students**

1. The administration of the Student Support Fund (SOF) and the Emergency Fund is assigned to the Student Affairs Department (SZ).
2. The annual report is drafted by the Student Dean's Office and included in the HVA Annual Report.
3. Applications for the SOF are submitted by the student deans at the request of the student. The assessment is carried out on the basis of the four-eyes principle, whereby applications are assessed mutually by student deans from different faculties. They advise the Director of Student Affairs on the application. The Director of Student Affairs makes a decision on the application on behalf of the Executive Board.

### **Article 7.2            Student Financial Support Fund**

1. The AUAS has facilities for the provision of financial assistance to students.
2. Non-EEA students who began their studies in 2023-2024 or earlier, are required to pay the institutional tuition fee throughout the academic year and display an academic performance deemed 'excellent' by the Executive Board on the basis of criteria to be determined before the start of the academic year may file a request for an Amsterdam Talent Scholarship (ATS) from the Student Financial Support Fund. The amount of the financial assistance as referred to in this paragraph amounts to half of the tuition fees payable for the academic year in which the request for financial assistance is made.
3. Students who want to study, do an internship or do research outside the EEA can submit an application for a NL Scholarship from the Student Financial Support Fund. The amount of the NL Scholarship is a one-off grant of €2,500.00.

### **Article 7.3            Conditions for receiving financial assistance in special circumstances**

1. The student has incurred a study completion delay due to one or more special circumstances as referred to in (a) to (g) below:
  - a. illness, pregnancy, childbirth;
  - b. a physical, sensory, or other functional impairment;
  - c. special family circumstances;
  - d. an insufficiently manageable study program;
  - e. participation in top-level sports<sup>20</sup>;
  - f. the loss of accreditation for a study program;
  - g. other circumstances which, if a request for financial support based thereon is not granted by the institutional board, would lead to an inequity of a significant nature
2. The student is enrolled in a degree programme at the AUAS for which they have not yet been awarded a degree and must pay the statutory tuition fees, and:
  - a. is or was entitled to the student grants and loans as referred to in the Student Finance Act 2000;
  - b. has incurred or will incur a study completion delay arising from special circumstances as referred to in paragraph 1;
  - c. is not (or no longer) eligible for financial assistance from the DUO in special circumstances.
3. The student is only eligible for financial support if the study delay is caused by an exceptional circumstance that occurred during the performance grant period, including any additional year of performance grant awarded by DUO.

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<sup>20</sup> See the AUAS Top-Class Sports Regulation



**Article 7.4 Application procedure for financial assistance in special circumstances**

1. A request for financial support in exceptional circumstances is submitted on behalf of the student by the student counselor of the programme in which the student is enrolled and consists of:
  - a. A fully completed and dated application form accompanied by the most recent notification message from the Education Executive Agency.
  - b. An advice drawn up by the student counselor that includes:
    - The date of the first notification by the student,
    - A description of the nature of the special circumstances, as referred to in Article 7.3 paragraph 1 sub a to g, and with which written documents these have been established,
    - The causal relationship between the special circumstances and the study delay for which financial support is requested,
    - The plan showing how many months are needed to make up for the study delay and, if relevant, a description of how the study program was consulted for this.
    - Whether or not a student qualifies for financial support in special circumstances from DUO. - in the event that an application has been made pursuant to Article 7.3, paragraph 1, sub d, a written response from the programme manager to the request for financial support
    - Confirmation from the student that he/she agrees with the submitted application.
2. The written documents referred to in the previous paragraph with which the student counselor establishes the special circumstance are:
  - a. In the event of a request as referred to in Article 7.3 paragraph 1 sub a or b, a statement from a doctor, paramedic or recognized behavioral expert showing the period during which the special circumstances occurred and in which the study delaying nature thereof is made plausible;
  - b. In the event of a request as referred to in Article 7.3 paragraph 1 sub c, written evidence showing the special family circumstances;
  - c. In the event of a request as referred to in Article 7.3 paragraph 1 sub d, e, or f, relevant documents to substantiate the application.
3. Students who experience one or more of the special circumstances referred to in Article 7.3 must contact the student counselor of the Bachelor's degree programme in which the student is enrolled as soon as possible, but no later than three months after the start of this circumstance. **Contrary** to the provisions of the previous sentence, a student as referred to in Article 7.2 paragraph 2 must submit an application for financial support, in principle no later than 31 December of the year in which the academic year for which the financial support is requested ends. Students as referred to in Article 7.2 paragraph 3 must submit the application in the period indicated by Student Affairs, which precedes the period in which they study, do an internship or conduct research abroad.
4. The student counselor will send the application form and appendices as referred to in the first paragraph on for advice as soon as possible, but at least within two weeks after submission. A request for financial support must be submitted as soon as possible after the end of the delaying circumstance and the study delay has been established, but no later than 31 December after the end of the academic year in which this circumstance occurred, unless the extent of the study delay is not within these limits. term can be determined.

**Article 7.5 Duration and level of financial assistance in special circumstances**

1. The duration of the financial assistance will amount to no more than the period of the actual study delay incurred that has causality with the special circumstances.



2. If the student as referred to in Article 7.3 was eligible for a basic loan after August 31<sup>st</sup> 2015 under the Student Finance Act 2000 or is again entitled to a basic grant from September 2023, the financial support amounts to €324.52 per month.

If the student lives at home, the financial support amounts to a total of €130.21 per month.

3. The financial assistance referred to in paragraph (2) of this Article will be supplemented by an amount equal to the additional grant for which the student is eligible by virtue of the Student Finance Act 2000.
4. The amount of the financial assistance for Representative Advisory Council and Representative Council members and the manner in which financial assistance is awarded are set out in the facilitation scheme as referred to in Article 19 (2) of the Representative Advisory Council Regulations.

#### **Article 7.6 Administrative body membership grant**

1. Financial assistance for a member of the administrative body of a recognised student organisation is designated as an administrative body membership grant.
2. A maximum of the following numbers of these grants may be awarded per student organisation per academic year:
  - If there are 0-200 members or, if the organisation is not an association, affiliates: a maximum of 4 administrative body membership grants will be awarded;
  - If there are 200-300 members or, if the organisation is not an association, affiliates: a maximum of 5 administrative body membership grants will be awarded;
  - If there are 300 or more members or, if the organisation is not an association, affiliates: a maximum of 6 administrative body membership grants will be awarded.

#### **Article 7.7 Conditions for administrative body membership grants**

1. The student performs activities in the context of sub-paragraphs (a) or (b) of this paragraph, satisfies the requirements of paragraphs 2 to 4 inclusive:
  - a. membership of a student organisation recognised by the AUAS, with a significant size and full legal authority;
  - b. activities of an administrative or social nature that, in the opinion of the Executive Board, are also in the interests of the AUAS or the student's degree programme.
2. The student is chair, vice-chair, treasurer, secretary or general member of the board. Students who are or were entitled to a student grant as referred to in the Student Finance Act 2000 and during the period for which the administrative body membership grant is awarded is enrolled in a programme at the AUAS for which they have not yet been awarded a degree and the student must pay the statutory tuition fees.
3. The student spends at least 16 hours per week on administrative tasks.
4. The condition regarding financial assistance in paragraph 2 of this Article is not applicable to students that do not belong to one of the groups of persons referred to in Section 2.2 of the 2000 Student Finance Act, or have the Surinamese nationality.

#### **Article 7.8 Exemption from tuition fees for administrative positions**

1. Students that are or might be eligible for an administrative body membership grant on the basis of Section 7.7 or Section 10 and onwards of the Higher Education Funding



Regulations.<sup>21</sup> and serve as a full-time member of the board may submit a request to the FOS Committee for a recommendation entitling them to enrol as a student without the obligation to pay tuition fees for a maximum of one academic year.

2. In derogation from the provisions in this Charter, students making use of the facility referred to in paragraph 1 are not entitled to take part in education or examinations.
3. Students making use of this facility will not receive proof of tuition fee payments.
4. Students may only make use of the facility referred to in paragraph 1 once.

**Article 7.9 Application procedure for administrative body membership grants**

1. Complete applications must be submitted within three months of commencement of the administrative activities. If the activities commence before the student organisation has been recognised, the application submission period will commence on the date on which the student organisation acquires recognition. If the application is submitted after the submission period he application will be denied.
2. Incomplete applications will not be considered. The student will be notified of this and from that moment will have 4 weeks to complete the application.
3. In case the application is not complete after the 4 weeks as stated in paragraph 3, the application will be considered withdrawn and the application file will be closed.

**Article 7.10 Duration and amount of administrative body membership grants**

1. Grants are awarded for a maximum period of 12 months. New applications may then be submitted, under the proviso that administrative body membership grants may not be provided for a total period in excess of 24 months.
2. The amount of the administrative body membership grant referred to in Article 7.6 is €324.52 per month.

**Article 7.11 Disbursement of financial assistance and administrative body membership grants**

1. Financial assistance and administrative body membership grants are disbursed in monthly instalments. Payment will be made in a lump sum if the student has graduated. No tax and/or social security contributions are withheld; any obligation to pay tax or such contributions rests entirely with students.
2. The Executive Board may decide to revoke/recover previously issued administrative body membership grants after offering the parties an opportunity to respond to this decision if the organisation in question fails to abide by the code of conduct on doctorate conferral and introductory periods for Amsterdam student organisations.

**Article 7.12 Decision period for financial assistance and administrative body membership grants**

The Executive Board will reach a decision on applications for financial assistance and for administrative body membership grants no later than four weeks after the application is submitted and will inform the student accordingly.

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<sup>21</sup> Administrative body membership grant for nationally active organisations from Ministry of Education, Culture and Science



**Article 7.13 Formation and recognition of a student association**

1. A written statement shall serve to confirm that the proposed student association has received a positive recommendation from the programme manager(s) of the relevant degree programme or group of programmes. The programme manager(s) will apply the following criteria:
  - a. The association comprises of at least 50 candidate members who are enrolled at the AUAS or of at least 10% of the students enrolled in the relevant programme or group of programmes;
  - b. Student association members must at least pay an annual compulsory membership fee of
  - c. €10.
  - d. Three of the candidate members are willing hold a position on the board of the prospective organisation. In view of the legal and personal liability of board members, the AUAS will not recognise any informal associations;
  - e. Students in both the propaedeutic and post-propaedeutic phases or students of an Associate or Masters degree programme may serve as candidate board members;
  - f. A policy plan with a financial overview has been prepared describing the activities of the proposed student association during its first year;
  - g. The policy plan should demonstrate that the activities are in the interests of the AUAS and/or its students.
2. The Dean of the relevant faculty must support the initiative to form a student association (and can submit a statement to this effect concurrently with the statement from the programme manager);
3. The founders of the association should subsequently submit the statements of approval from the programme manager and the Dean to Student Affairs. Student Affairs will contribute a maximum of €750 towards the costs associated with the deed of formation.
4. Upon execution of the notarial deed, the founders will provide the following documents/information to Student Affairs:
  - a. A copy of the deed of formation of the association incorporating the articles of association and the other binding regulations such as the standing regulations;
  - b. An extract from the entry in the trade register of the Chamber of Commerce;
  - c. The association's bank account number.
5. The provisions of the previous paragraphs shall apply, to the extent possible, mutatis mutandis to the establishment and recognition of a legal entity other than an association.
6. Student Affairs may, in deviation from paragraphs 1 to 5, decide to temporarily recognise study associations that do not (yet fully) meet the above conditions.
7. To be definitively eligible for recognition, study associations sign a declaration committing themselves to the AUAS house rules, the AUAS Code of Conduct, and the Promotion and Introduction Period Code of Conduct.

**Article 7.14 Renewal of recognition every two years**

1. The board of the study association will submit a policy plan with a financial overview for the coming academic year to the Student Affairs department. The study association will use at least the Student Affairs policy plan template for this policy plan. [Erkenning en hererkenning](#). Additions to this template are permitted. Both documents must be signed for approval by the program manager or Dean. The activity plan demonstrates that the activities are in the interest of the AUAS and its students.



2. The board of the study association will submit an overview of the annual reports for the previous academic years. These documents will include, at a minimum, a financial statement for any funds received from the university of applied sciences, such as board grants and subsidies.
3. The board of the study association will submit a membership list demonstrating that the study association meets the criteria regarding the number of AUAS students who are paying members. For study associations, this list must be signed by the program manager or dean. These criteria regarding the number of members registered at the AUAS are: for a study association, at least 100 paying members or at least 30% of the students of the relevant faculty or program(s).
4. The board of the study association has informed Student Affairs of any changes to the board, as evidenced by an extract from the Chamber of Commerce's trade register. Any amendments to the study association's articles of association will be processed by a notary appointed through Student Affairs.
5. All study associations must submit a copy of the deed of incorporation and the articles of association to Student Affairs for the university of applied sciences archives.
6. After receiving the aforementioned documents, Student Affairs will make a decision on behalf of the Executive Board on the application for recognition.
7. Student Affairs may, in deviation from the previous regulations, decide to temporarily recognize study associations that do not (yet) (fully) meet the aforementioned conditions, and will then provide a reasoned decision explaining its considerations.

#### **Article 7.15 Recognition of non-study associations**

Student organizations with membership in the Amsterdam Chamber of Associations (AKvV) and at least 25 members enrolled at the AUAS for the academic year in which the application for recognition is submitted are immediately eligible for recognition as a student organization by the AUAS.

If a student organization is not affiliated with the AKvV, the following additional recognition requirements apply:

- a. Student organizations must adhere in writing to the Qualitative Framework for AUAS Student Organizations (link to the AUAS website containing the Qualitative Framework for AUAS Student Organizations is as follows : [Kwalitatief Kader Studentenorganisaties.docx](#))
- b. Student organizations must submit a comprehensive policy plan, including a budget and activity schedule, identical to the requirements for study associations listed in Article 7.13, sections 1.e and 1.f.
- c. The board of the student organization must submit a membership list demonstrating that the student organization has at least 25 members actively enrolled at the AUAS. A membership list always includes at least student ID numbers.
- d. Members of the student organization must pay an annual membership fee of at least 25 euros.
- e. The student organization has a board consisting of at least three members.
- f. The student organization must submit a copy of the notarial deed of incorporation containing the articles of association and other binding regulations, such as the internal regulations.
- g. The student organization must submit a current copy of the extract from the registration in the trade register of the Chamber of Commerce in Amsterdam, which lists at least the board members referred to in Article 2.e.
- h. Based on the submitted policy plan and the Qualitative Framework, a meeting will be held with the Recognition Committee.
- i. The Recognition Committee will make a decision on possible recognition based on the documents submitted and the meeting.
- j. The provisions of the previous paragraphs apply, to the extent possible, mutatis mutandis to the establishment and recognition of a legal entity other than an association.
- k. The Recognition Committee may, in deviation from the previous regulations, decide to temporarily recognize student organizations that do not (yet) (fully) meet the above conditions.



1. To be definitively eligible for recognition by the AUAS, student organizations sign a declaration committing to the AUAS house rules, AUAS Code of Conduct, and the Promotion and Introduction Period Code of Conduct.

**Article 7.16                      Triennial renewal of the recognition of non-study associations**

1. The student organisation's board must submit a policy plan and a financial overview describing the student organization's study association's activities to the Accreditation Committee. The activity plan demonstrates that the activities are in the interest of the AUAS and its students.
2. The student organisation's board must submit an overview of the annual reports for the previous academic years. These documents must include, at a minimum, a financial statement for any funds received from the AUAS, such as board grants and subsidies.
3. The student organization's board must submit a membership list demonstrating that the student organization meets the criteria regarding the number of AUAS students who are paying members. These criteria, regarding the number of members registered with the AUAS, are a minimum of 25 paying AUAS members for a student organization. Student organizations that are not associations must submit a list of members in accordance with the previous sentence.
4. The student organization's board has informed the Recognition Committee of the Student Affairs Department of any changes to the board, as evidenced by a current extract from the Chamber of Commerce's trade register. Any amendments to the student organization's articles of association will be processed through a notary appointed through the mediation of the Student Affairs Recognition Committee.
5. All student organisations must submit a copy of their deed of incorporation and articles of association to the Recognition Committee.
6. After receiving the aforementioned documents, the Recognition Committee will make a decision on the application for recognition on behalf of the Executive Board.
7. The Recognition Committee may, in deviation from the previous regulations, decide to temporarily recognize student organizations that do not (yet) (fully) meet the aforementioned conditions

**Article 7.17                      Emergency Fund**

1. The AUAS has an Emergency Fund.
2. Students pursuing a degree programme who have acute financial problems due to unforeseen circumstances may apply for a provision from the Emergency Fund if the financial problems cannot be resolved in any other way and the provision will not be used to pay the tuition fees. The provision consists of an interest-free loan, to which conditions may or may not be attached, and which – depending on the actual circumstances – may be converted into a gift in very extreme cases. Any taxes to which the gift is subject will be payable in full by the student.
3. An application as referred to in paragraph 1 must be submitted to the student counsellor. The student is to submit all the relevant financial details required for the assessment in support of the application, such as bank statements, salary statements and tax details. The details made available by the student will be treated confidentially.
4. The student counsellor will prepare a written recommendation and a repayment schedule and will send this together with the application and the relevant enclosures to the Director of Student Affairs as soon as possible but within at least two days of submission, together with their own advice.



5. The principle underlying the repayment schedule is that the loan provided by the Emergency Fund must be repaid before the student graduates.
6. After the application has been submitted, the Executive Board will decide on the amount, the date of commencement and the duration of the loan from the Emergency Fund. This decision will be communicated to the student in writing, stating reasons in the event of refusal.
7. Students who have been awarded a loan must sign an IOU and a repayment schedule. Should a student fail to redeem the loan on time or at all and the loan has not been converted into a gift, they will be given notice of default. From the date a student is declared in default, statutory interest will be charged over the loan alongside any extrajudicial costs.
8. The AUAS's Accounting Department will handle the administration and make the payment as soon as possible.
9. Objections or appeals cannot be lodged against decisions based on this Article, except for the right of every person to appeal to a civil court.
10. Students who have been awarded a loan must sign an IOU and a repayment schedule. Should a student fail to redeem the loan on time or at all and the loan has not been converted into a gift, they will be given notice of default. From the date a student is declared in default, statutory interest will be charged over the loan alongside any extrajudicial costs.
11. The AUAS's Accounting Department will handle the administration and make the payment as soon as possible.
12. Objections or appeals cannot be lodged against decisions based on this Article, except for the right of every person to appeal to a civil court.

**Article 7.18                      Sanctions**

Should any financial assistance pursuant to this Chapter be awarded on the basis of incorrect information and/or fraud, or if the conditions specified are no longer satisfied, the Executive Board may decide to:

- a. cease the financial assistance;
- b. withdraw the decision to award financial assistance;
- c. claim repayment of financial assistance already provided.

**Article 7.19                      Unforeseen cases and extreme unfairness**

In cases not provided for by the regulations in this chapter and in the event of significant injustices, the Executive Board shall decide, if necessary after consultation with Head of Department and the Director of Student Affairs.



## **Chapter 8                  Student facilities**

### **Article 8.1                  Student counselling**

1. A sufficient number of student counsellors are available to assist students at the AUAS.
2. The student counsellor will advise the AUAS's various bodies on the relationship between personal circumstances and academic progress, offer students assistance, information, advice and supervision with regard to studying, education, student life and teaching and student facilities, including facilities for students with a disability. In exercising their duties, student counsellors observe the Code of Conduct for Student Counsellors as adopted by the Executive Board.
3. Student counsellors have a duty of confidentiality. This means that any information students provide will be treated confidentially, with due observance of the relevant prevailing statutory regulations.
4. The services provided by the student counsellors are set out in the student counselling services overview as adopted by the Executive Board.
5. The student counselling office reports annually on its activities.

### **Article 8.2                  Facilities**

1. At least the following student facilities are available at the AUAS:
  - a. media library/library;
  - b. photocopying facilities;
  - c. canteen facilities and habitable spaces;
  - d. IT facilities required for education purposes.
2. The Executive Board or – in the case of facilities intended for a specific faculty – Dean may require a contribution as referred to in Article 5.15 for the use of specific facilities or services.
3. The AUAS offers various facilities in the field of well-being, connection and involvement. Information about these facilities is available via Student Info.
4. The AUAS has appointed confidential counselors on behalf of students, to whom students can confidentially report undesirable behaviour, who provide advice and can guide a complaint.

### **Article 8.3                  Privacy**

The AUAS has a privacy policy and policy on the processing of personal details based on the General Data Protection Regulation which may be invoked by any concerned parties.

### **Article 8.4                  Prevention policy**

1. The AUAS has a prevention policy providing for the protection of students' health, safety and welfare at the AUAS in conformity with in the Dutch Working Conditions Act (*Arbeidsomstandighedenwet*) and the associated Working Conditions Decree for Education (*Arbeidsomstandighedenbesluit Onderwijs*).
2. Students' rights pursuant to paragraph 1 in any case include the right to:
  - a. information and instruction regarding the risks involved in the degree programme;
  - b. information on safety precautions and protective equipment;



- c. information about the social safety policy and the facilities that the student can call upon;
- d. interruption of study should a student's health or safety be in imminent danger;
- e. report any specific health, safety and welfare issues to the Dean;
- f. the possibility to use the right of complaint.



## **Chapter 9 House rules and measures**

### **Article 9.1 House rules**

1. The Executive Board or Dean can put up regulations and measures in order to preserve a good state of affairs within the AUAS. Beside the house rules these include all intern regulations, measures, protocols, codes of conduct and (individual) directions that see to the preservation of a good state of affairs.
2. Students are not permitted to use AUAS buildings or facilities without the permission of the Executive Board or the Dean, or use them contrary to law, intern regulations, measures or protocols.
3. Headgear and clothing that covers the face and/or other attributes to the extent that it seriously impedes non-verbal communication between AUAS staff and students and among students themselves is not permitted to be worn in AUAS buildings<sup>22</sup>. The foregoing provision also applies when students perform activities at the premises or on behalf of third parties as part of their degree programme.
4. If a student acts contrary to law, intern regulations, measures or protocols, or behavior otherwise, van give the Board of Directors or the Dean a reason to apply article 9.2 of this charter. The Board of Directors also has the competence to notify justice in case of a criminal offence.
5. The regulations and measures as in article 9.1.1 will be published in such a way that students can take note of it.

### **Article 9.2 Disciplinary measures**

1. Violation of the provisions of Article 9.1 and the regulations pursuant to it may result in a student being barred from AUAS buildings, grounds and other facilities for a maximum period of one year<sup>23</sup>.
2. Serious violation of the provisions of Article 9.1 and the regulations pursuant to it may result in the permanent termination of a student's enrolment at the AUAS, if the student has not ended the violations after being warned.
3. The imposition of a measure as referred to in this Article does not affect the Executive Board's authority to recover from a student any damage/loss they have caused.

### **Article 9.3 Disciplinary procedure**

1. The Dean is authorised to impose a measure as referred to in Article 9.2, paragraph 1 or 2 on behalf of the Executive Board.
2. Before a measure as referred to in Article 9.2, paragraph 1 is imposed on a student, the student will be given an opportunity to be heard as follows:
  - a. the student will receive a written invitation to be heard stating the subject of the hearing;
  - b. the student will be heard by or on behalf of the Dean.

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<sup>22</sup> With the exception of protective equipment that is made mandatory on the basis of regulations, such as e.g. face masks during the Covid-19 pandemic

<sup>23</sup> In the event of being barred from AUAS buildings, other rights and obligations are maintained. In case of permanent termination of a student's enrolment at the AUAS, other rights and obligations end on the same date as the termination of enrolment



3. If immediate intervention is deemed necessary, it will not be necessary to wait until the student has been heard. In this case the intervention will have the nature of a temporary measure and the student will be given the opportunity to be heard at the shortest possible notice after the above temporary measure has been implemented.
4. The Dean will notify the student in writing of a decision to impose a measure as referred to in Article as soon as possible and citing an objection clause.



## Chapter 10 Legal protection for students

### Objections, appeals and complaints office.

#### **Article 10.1 Objections, appeals and complaints office**

1. The AUAS has an objections, appeals and complaints office as referred to in Section 7.59a of the WHW. This office – which is managed by Legal Affairs – can be accessed on the AUAS's website.
2. Any relevant party may lodge a notice of appeal, objection or complaint with the office as referred to in paragraph 1. The following definition applies to 'relevant party': a student, a prospective student, a former student, an external student, a prospective external student or a former external student. Current, prospective and former course participants may also apply to this office to the extent that the prevailing regulations regarding the right of complaint and legal protection for students and external students also apply to them.

#### **Article 10.2 Duties of the objections, appeals and complaints office**

1. The objections, appeals and complaints office registers notices of appeal, notices of objection and complaints.
2. The objections, appeals and complaints office forwards notices of appeal, notices of objection and complaints to the person or body responsible for handling these matters.
3. After the objections, appeals and complaints office has forwarded the notice of appeal, notice of objection or complaint, the relevant party and the person or body responsible for handling the matter communicate directly.

### Establishment and powers of the examination appeals board and disputes advisory committee

#### **Article 10.3 Composition and general provisions**

1. The examination appeals board consists of the chairperson, one or more deputy chairs, 12 members consisting of 6 lecturers and 6 students, and 12 deputy members consisting of 6 lecturers and 6 students.
2. The members of the appeals board are divided over six rooms. Each room consists of one chairperson or deputy chairperson, one lecturer and one student.
3. The disputes advisory committee consists of the chairperson, one deputy chairperson, and 8 members, consisting of 4 staff members and 4 students and 8 deputy members, also consisting of 4 staff members and 4 students.
4. The members of the disputes advisory committee are divided over 4 rooms. Each room consists of one chair or deputy chair, one staff member and one student.
5. The chair and deputy chairs of both bodies are appointed by the executive board. The chair and deputy chairs meet the requirements for appointment as a judicial officer as referred to in Section 5 of the Dutch Judicial Officers (Legal Status) Act (*Wet rechtspositie rechterlijke ambtenaren*). They are not employed by the AUAS.
6. Members of the examination appeals board and disputes advisory committee are appointed by the executive board. Half of the members (and deputy members) from the various groups are nominated by the representative advisory council and appointed by the executive board.
7. Members of the supervisory board, executive board, deans and student counsellors are not



permitted to be members or deputy members of the examination appeals board or disputes advisory committee.

8. Members and deputy members of the examination appeals board and disputes advisory committee are appointed for a term of three years, or if the members are students for a term of two years. They are eligible for reappointment.
9. The members and deputy members of the examination appeals board and disputes advisory committee may be discharged at their own request by the executive board. They may also be discharged by the executive board should they no longer possess the capacity on the grounds of which they were appointed as a member or as a deputy member. If appointed on the basis of a nomination by the representative advisory council, the council will be invited to submit a new nominee.
10. The examination appeals board and disputes advisory committee receive assistance from a secretary and a clerk designated by the executive board.
11. The executive board will guarantee that the examination appeals board and disputes advisory committee and their official secretaries (and deputy official secretaries) can function independently and ensure that their members' position within the AUAS does not suffer as a result of their activities on behalf of the board or committee.
12. Members of the examination appeals board and disputes advisory committee will not receive any remuneration for their activities in excess of those specified by the executive board.

#### **Article 10.4 Powers of the examination appeals board and disputes advisory committee**

1. The examination appeals board issues rulings on appeals against the following types of decisions, on the basis of Section 7.61 of the WHW and this Charter:
  - a. decisions as referred to in Section 7.8b, paragraph 3 and 5 (binding study advice), and Section 7.9, paragraph 1 (binding referrals);
  - b. decisions concerning ascertainment of the total number of credits obtained as referred to in Section 7.9a of the WHW, and decisions on successful completion of the final examination as referred to in Section 7.9d of the WHW;
  - c. decisions concerning the scope of the exemption, as referred to in Section 7.31a, paragraph 3 of the WHW (exemptions on the basis of equivalent vocational training);
  - d. decisions, other than those of a general nature, taken on the basis of provisions set out in or pursuant to title 2 of chapter 7 of the WHW, concerning admission to examinations;
  - e. decisions taken on the basis of additional research, as referred to in article 7.25 paragraph 5 and article 7.28 paragraph 4 of the WHW;
  - f. decisions by the examination board or examiners;
  - g. decisions by committees as referred to in Section 7.29 (1) of the WHW (exemptions on the basis of entrance examinations);
  - h. decisions taken on the basis of article 7.30b of the WHW, concerning admission to the degree programmes referred to in this Section (Master's degree programmes).
2. The disputes advisory committee will issue rulings pursuant to Section 7.63a of the WHW on objections against decisions on the basis of provisions set out in or pursuant to Chapter 7 of the WHW in all cases other than those referred to in paragraph 1 of this Article and Section of the WHW, including decisions taken on the basis of chapters 3 through 5 of the Students' Charter.
3. For the purposes of applying this Charter, the term decision should also be taken to include:
  - a. written refusal to take a decision, and
  - b. failure to take a timely decision. If a decision is not made within the legally required period, or – in the absence of such a time limit – a period of 8 weeks, this will be regarded as failure to take a timely decision.
4. Decisions of a general nature are not open to appeal or objection.

## Examination appeals board and disputes advisory committee procedures

### **Article 10.5 Lodging an appeal or objection**

1. Appeals or objections must be submitted to the objections, appeals and complaints office by means of the digital form made available by the AUAS, within 6 weeks after the decision has been communicated to the party concerned. If the above period is exceeded due to circumstances not attributable to the party concerned, manifest inadmissibility will not be applied on those grounds.
2. The objection or appeal must contain:
  - a. the name and address of the person lodging the objection and degree programme in question;
  - b. an email address for all correspondence on the objection or appeal;
  - c. the name of the Examination Board, examiner or other body to have taken the decision being appealed or objected against, and the subject of this decision;
  - d. a copy of the decision against which the appeal or objection was lodged, or – if the appeal concerns refusal to take a decision – a copy of the request to this end;
  - e. the grounds for the appeal;
  - f. should the person making the appeal be acting on someone else's behalf, a written authorisation to this effect along with the authorised person's name and address.
3. Receipt of the notice of objection or appeal will be confirmed.
4. The examination appeals board or disputes advisory committee will inform the party lodging the appeal or objection if any information is missing, and invite them to provide this information within a set period. If the party lodging the appeal or objection fails to provide this information within the specified period despite having been reminded to do so and informed that the dossier will be closed if no response is forthcoming, the objection or appeal will be deemed revoked and the dossier will be closed.
5. The making of an appeal has no provisional effect.

### **Article 10.6 Amicable settlement and statement of defence**

1. The party lodging the appeal or objection will receive a notification inviting them to discuss a potential amicable settlement with the party or parties involved before the appeal or objection is handled.
2. The defendant as referred to in the first paragraph will reply within a period of 3 weeks, describing the outcome of the consultations referred to in paragraph 1. If it has not been possible to reach an amicable solution, the defendant will provide a statement of opposition along with this notification, after which the examination appeals board will process the notice of appeal or the disputes advisory committee will process the notice of objection.
3. A copy of the statement of opposition will immediately be sent to the party lodging the appeal or objection.

### **Article 10.7 Simplified and accelerated procedure**

1. The examination appeals board or disputes advisory committee will immediately reject the appeal or objection if the defendant indicates that no amicable settlement was possible, and the board or committee deems itself to be manifestly incompetent or deems the objection or appeal unfounded, or deems further handling of the objection or appeal unnecessary, among other things, because:
  - a. the objection or appeal is manifestly unfounded;
  - b. the person submitting the objection or appeal is not an interested party;
  - c. the appeal has been lodged after the deadline without good reason;



- d. the decision against which the objection or appeal has been made clearly cannot be maintained, or;
  - e. the decision against which the appeal or objection has been lodged has been revoked or amended by the defendant, thus meeting the objections of the party lodging the appeal or objection.
  - f. reject the appeal or objection is directed to a decision to which appeal or objection is not possible.
2. The examination appeals board or the disputes advisory committee can decide to accelerate the procedure on request of one of the parties if they find there is enough reason to do so.

**Article 10.8 Requesting a provisional remedy from the examination appeals board**

1. In cases in which the interests of the person lodging the appeal require a provisionally enforceable decision, the person may submit an application to the chair of the Examination Appeals Board requesting a provisional remedy by means of the digital form used to lodge the appeal, pending the decision on the principal case.
2. The examination board will be invited to indicate whether it agrees to this provisional remedy or submit a statement of defence within five working days at a latest.
3. If a statement of defence is submitted, the chair of the examination appeals board will decide whether to allow or reject the provisional remedy on the basis of the relevant documentation. The decision will be sent to the parties in digital format.

**Article 10.9 Challenge or exemption**

1. With regard to the hearing, any of the current members of the examination appeals board or disputes advisory committee may be challenged by one or more of the parties involved in the appeal based on facts or circumstances that might interfere with that examination appeals board member reaching an independent judgement. Any member of the examination appeals board or disputes advisory committee may claim exemption based on such facts or circumstances.
2. The other current members of the examination appeals board or disputes advisory committee will decide as soon as possible whether the challenge or exemption is acceptable. If the votes are equally divided, the request will be permitted.

**Article 10.10 Determination of the location and time for examination**

1. Upon having received the statement of defence, the examination appeals board or disputes advisory committee will determine an appropriate date and location for the examination. The parties involved will receive digital notification on a timely basis.
2. The examination appeals board or disputes advisory committee may independently make the necessary enquiries and request any information deemed necessary in order to process the appeal. For example, witnesses and experts may be summoned and heard.
3. The parties may submit further documentation up until five days before the start of the hearing.

**Article 10.11 Assistance**

1. The parties may be represented by or enlist the assistance of an authorized representative at the hearing. In addition, they may introduce witnesses and experts at the hearing on the understanding that they are to make the names of such persons known in writing to the examination appeals board and to the other party not later than five days before the oral



examination of the appeal. The examination appeals board or disputes advisory committee will decide whether or not to hear the witnesses.

2. Representatives must submit a written authorization upon request.

**Article 10.12            Hearing**

1. Appeals and objections are examined at public hearings of the examination appeals board or disputes advisory committee. In special cases, the examination appeals board or disputes advisory committee may reach a substantiated decision whereby an appeal or objection will be examined behind closed doors, either in full or in part.
2. If a party or their representative fails to appear at the hearing despite having been adequately summoned in the opinion of the chairperson, the chairperson may decide to conduct a hearing on the objection or appeal in the party's absence.
3. The defendant will provide the examination appeals board or disputes advisory committee with any information needed to fulfil their duties:
4. The examination appeals board or disputes advisory committee may prolong an appeal or objection after the hearing has ended, and will then ensure that both parties are given a fair hearing.

Outcome of examination appeals board and disputes advisory committee procedures

**Article 10.13            Examination appeals board decisions**

1. The examination appeals board will reach a decision within ten weeks, starting on the day upon which the deadline for appeals lapses.
2. Should the examination appeals board consider an appeal well-founded, it will annul the decision in whole or in part. The examination appeals board is not authorized to reach a new decision in lieu of a decision that has been wholly or partially annulled. The examination appeals board may decide that the test, the examination, the entrance examination, the supplementary enquiry or any component thereof should be administered afresh on conditions to be set by the examination appeals board, or that the case will be reconsidered or, if the decision was refused, that a decision should still be taken on the case. The examination board whose decision was set aside may provide for the case anew as far as is required and with due observance of the decision of the examination appeals board. The examination appeals board may set a time limit for this.
3. The examination appeals board is to send its decision, dated and stating reasons, to the relevant parties.

**Article 10.14            Recommendation by the disputes advisory committee and decision by the executive board**

1. The disputes advisory committee will issue its advice on the notice of objection to the executive board within ten weeks of the submission of the notice of objection. This period of time may be extended by the disputes advisory committee by not more than four weeks. The parties involved will be notified of this on a timely basis.
2. The executive board will take a decision on the objection within two weeks of having received advice from the disputes advisory committee.
3. The executive board will send the decision together with the disputes advisory committee's advice to the person lodging the objection in digital format.



**Article 10.15 Lodging an appeal with the appeals tribunal for higher education**

1. The Administrative Jurisdiction Division of the Council of State (Raad van State) rules on the appeal lodged by an interested party against a ruling of the Examination Appeals Board as referred to in Article 10.13 or against a decision of the Executive Board as referred to in Article 10.14. In connection with such an appeal, a request for provisional measure may also be submitted.
2. The appeals tribunal for higher education will rule on an appeal against the refusal to grant a provisional provision by the chairman of the examination appeals board. In case of an objection at the disputes advisory committee.<sup>24</sup>, students can only apply for a provisional measure at the appeals tribunal for higher education.
3. Appeals must be filed within 6 weeks after the day upon which the decision was communicated digitally.

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<sup>24</sup> The Disputes Advisory Committee (GAC) is not authorized to handle a request for preliminary relief. A student can therefore apply for this directly with the Administrative Jurisdiction Division if an objection has been lodged with the GAC.



## **Chapter 11      General complaints procedure**

### **Article 11.1      Submission of a complaint**

1. Complaints, stating reasons, are to be submitted to the Objections, Appeals and Complaints Office via a digital form. A course member can also file a complaint, all articles in this chapter apply equally unless other arrangements how to deal with complaints have been made by the programme.
2. If a complaint has been submitted to an office (a body of the AUAS) other than the Objections, Appeals and Complaints Office, the date of receipt will be noted and it will then be forwarded, together with the supporting documents, to the Objections, Appeals and Complaints Office.
3. Complaints should be signed and contain the following:
  - a. the name and address of the person lodging the complaint and, if that person is an enrolled student, the name of their degree programme and their student ID number;
  - b. a description of the act by an AUAS body or staff member or the act of a fellow student against which the person is lodging the complaint,
  - c. the grounds for the complaint;
  - d. should the person making the complaint be acting on someone else's behalf, a written authorization to this effect.
4. Receipt of the complaint will be confirmed.
5. The Objections, Appeals and Complaints Office will notify the person submitting the complaint if any information about the complaint is missing and will invite them to provide the missing information within two weeks. In the event the person lodging the complaint has not provided the information within that period, the complaint will not be processed.

### **Article 11.2      Handling of complaints**

1. Complaints will be passed on to the relevant organizational unit to be dealt with. They will not be dealt with by the person who was involved in the action to which the complaint relates.
2. A copy of the complaint as well as copies of any documents accompanying the complaint will be sent to the persons to whose conduct the complaint relates.
3. The time limit for handling a complaint is six weeks, and may be extended with the consent of the complainant.
4. The complainant and the accused will be given the opportunity to be heard unless the complaint has been declared manifestly unfounded, or whether the complaint has since been dealt with to the satisfaction of the complainant. Hearing may be waived if the complainant indicates that he does not wish to make use of this or does not declare within a reasonable period of time that the complainant will make use of this right.
5. The person handling the complaint will inform the complainant by email of the findings of the investigation into the complaint and the opinion on the complaint, stating reasons, as well as any conclusions that may be attached to the opinion.
6. Any student of this educational institution may submit a complaint to the Student Ombudsperson about the manner a previous complaint to The Objections, Appeals and Complaints Office (BBK Desk) as referred to in Article 11.1 was handled by a body, within 6 weeks after the date the complaint was handled, in accordance with the procedure described in the Student Ombudsperson Regulations.
7. No objection or appeal is possible against the decision on a complaint with the exception of the right of every person to appeal to a civil court. The provisions of the previous sentence do



not apply if the handling of the complaint gives rise to a new decision against which an objection or appeal may be made.

**Article 11.3 Cases in which complaints will not handled**

1. Complaints will not be handled if they concern an action:
  - a. that was already the subject of a complaint and that complaint has been handled;
  - b. that took place more than a year before the complaint was submitted;
  - c. against which the complainant could have lodged an objection;
  - d. against which the complainant can lodge an appeal, unless the action entails failure to take a timely decision or if an appeal could have been lodged;
  - e. that through the institution of proceedings is or was subject to the opinion of a judicial authority other than the administrative court;
  - f. in the event of a criminal investigation;
  - g. of which it has been established that the interest of the complainant or the seriousness of the action is manifestly insufficient.
2. In the event a complaint is not handled, the complainant will be notified as soon as possible but within no more than four weeks after receipt of the notice of complaint.

**Article 11.4 Code of Conduct for International Students in Dutch Higher Education**

Any interested party who believes the AUAS has not acted in accordance with the Code of Conduct for International Students in Dutch Higher Education may, with due observance of this Code, submit a complaint to this effect to the Executive Board via a digital form made available by the Objections and Complaints Appeals Desk.

## **Chapter 12            Concluding provisions**

### **Article 12.1            Unforeseen circumstances**

The Executive Board will decide in all cases not provided for in this Charter or by law.

### **Article 12.2            Entry into force**

This Charter enters into force on April 1<sup>st</sup> 2026 and replaces the Students' Charter of the Amsterdam University of Applied Sciences adopted on June 25<sup>th</sup> 2024.

### **Article 12.3            Official title**

This Charter may be cited as the Students' Charter of the Amsterdam University of Applied Sciences.



# Overzicht Toelatingseisen Havo / vwo 2026-2027

Creating Tomorrow

Wijzigingen voorbehouden. Check de toelatingseisen altijd via [hva.nl/opleidingen](https://hva.nl/opleidingen). De eisen die vermeld staan op de website van de opleiding zijn leidend.

## Toelatingseisen havo

	Natuur & Techniek	Natuur & Gezondheid	Economie & Maatschappij	Cultuur & Maatschappij
<b>Business en Economie</b>				
Ad Finance & Control	✓	econ / m&o / be	✓	(econ / m&o / be) + (wisA / wisB)
Accountancy	✓	econ / m&o / be	✓	(econ / m&o / be) + (wisA / wisB)
Bedrijfskunde	✓	✓	✓	✓
Commerciële Economie	✓	✓	✓	✓
Finance & Control	✓	econ / m&o / be	✓	(econ / m&o / be) + (wisA / wisB)
Finance, Tax and Advice	✓	econ / m&o / be	✓	(econ / m&o / be) + (wisA / wisB)
Human Resource Management	✓	✓	✓	✓
International Business (AMSIB) (Engelstalig)	✓	✓	✓	(econ / m&o / be) of (wisA / wisB)
Johan Cruyff Academy (leerroute van Commerciële Economie)	✓	✓	✓	✓
<b>Digitale Media en Creatieve Industrie</b>				
Ad Cyber Security	✓	✓	✓	✓
Ad Frontend Design & Development	✓	✓	✓	✓
Ad Smart Media Production	✓	✓	✓	✓
Ad Software Development	✓	✓	✓	✓
AMFI - Amsterdam Fashion Institute (Fashion & Textile Technologies <sup>1</sup> - nf - ook Engelstalig te volgen)	✓	✓	✓	wisA / wisB
Communicatie	✓	✓	✓	✓ <sup>3</sup>
Communication and Multimedia Design	✓	✓	✓	✓
Creative Business	✓	✓	✓	✓
HBO-ICT	✓	✓	✓	✓
<b>Gezondheid, Sport en Bewegen</b>				
ALO - Academie voor Lichamelijke Opvoeding (Opleiding tot Leraar van de eerste graad in Lichamelijke Opvoeding <sup>1</sup> )	✓*	✓*	✓*	✓*
European School of Physiotherapy (nf - Engelstalig)	✗	✗	✗	✗
Ergotherapie (Opleiding voor Ergotherapie <sup>1</sup> )	✓	✓	✓	✓
Fysiotherapie (Opleiding tot Fysiotherapeut <sup>1</sup> )	✓	✓	✓	✓
HBO-Verpleegkunde (Opleiding tot Verpleegkundige <sup>1</sup> )	✓	✓	✓	✓
Interprofessionele Paramedische Zorg (Opleiding tot Oefentherapeut <sup>1</sup> )	✓	✓	✓	✓
Pabo-ALO	✓*	✓*	✓*	✓*
Sportkunde/Sport Studies (nf - ook Engelstalig te volgen)	✓*	✓*	✓*	✓*
Voeding en Diëtetiek	✓	✓	✓	✓
<b>Maatschappij en Recht</b>				
Ad Ervaringsdeskundigheid in Zorg en Welzijn (dt)	✓	✓	✓	✓
Ad Sociaal Werk (du/dt)	✓	✓	✓	✓
Bestuurskunde (Bestuurskunde/Overheidsmanagement <sup>1</sup> )	✓	✓	✓	✓
HBO-Rechten	✓	✓	✓	✓
Sociaal Juridische Dienstverlening	✓	✓	✓	✓
Social Work	✓	✓	✓	✓
Toegepaste Psychologie (nf)	✓	✓	✓	wisA / wisB
<b>Onderwijs en Opvoeding</b>				
Ad Educatief Professional Beroepsonderwijs	✓	✓	✓	✓
Leraar Aardrijkskunde <sup>2</sup>	✓	✓	✓	✓
Leraar Biologie <sup>2</sup>	✓	✓	biol / nlt / o&o	biol / nlt / o&o
Leraar Duits <sup>2</sup>	dutl	dutl	dutl	dutl
Leraar Economie <sup>2</sup>	✓	✓	✓	econ / m&o / be
Leraar Engels <sup>2</sup>	✓	✓	✓	✓
Leraar Frans <sup>2</sup>	fatl	fatl	fatl	fatl
Leraar Geschiedenis <sup>2</sup>	✓	✓	✓	✓
Leraar Gezondheidszorg en Welzijn <sup>2</sup>	✓	✓	✓	✓
Leraar Horeca en Voeding (Consumptieve Techniek I en II <sup>1</sup> )	✓	✓	✓	✓
Leraar Maatschappijleer <sup>2</sup>	✓	✓	✓	✓
Leraar Natuurkunde <sup>2</sup>	✓	nat / nlt / o&o / PgP-T	nat / nlt / o&o / PgP-T	(nat / nlt / o&o / PgP-T) + (wisA / wisB)
Leraar Nederlands <sup>2</sup>	✓	✓	✓	✓
Leraar Pedagogiek <sup>2</sup>	✓	✓	✓	✓
Leraar Scheikunde <sup>2</sup>	✓	✓	schk	schk + (wisA / wisB)
Leraar Technisch Beroepsonderwijs <sup>2</sup>	✓	✓	✓	wisA / wisB
Leraar Wiskunde <sup>2</sup>	✓	wisB	wisB	wisB
Pabo (Opleiding tot leraar Basisonderwijs <sup>1</sup> )	✓*	✓*	✓*	✓*
Pabo-ALO	✓*	✓*	✓*	✓*
Pedagogiek	✓	✓	✓	✓
Universitaire Pabo van Amsterdam (Opleiding tot leraar Basisonderwijs <sup>1</sup> )	✗	✗	✗	✗
<b>Techniek</b>				
Ad Logistiek	✓	✓	✓	✓
Ad Smart Asset Maintenance	✓	✓	✓	WisA / WisB
Aviation	✓	✓	✓	(nat / econ) + (wisA / wisB)
Biomedische Technologie	✓	✓	schk / biol	(schk / biol) + (wisA / wisB)
Built Environment	✓	✓	✓	wisA / wisB
Engineering	✓	✓	✓	wisA / wisB
Forensisch Onderzoek (nf)	✓	nat / nlt / o&o	(nat / nlt / o&o) + schk	(nat / nlt / o&o) + schk + (wisA / wisB)
Logistics Engineering	✓	✓	✓	wisA / wisB
Logistics Management	✓	✓	✓	✓
Maritiem Officier	✓*	nat + wisB*	nat + wisB*	nat + wisB*
Technische Natuurkunde	✓	nat / nlt / o&o	nat + wisB	nat + wisB
Toegepaste Wiskunde	✓	✓	wisB	wisB



✓ Toelaatbaar ✗ Niet toelaatbaar

### Afkortingen

du Duaal  
dt Deeltijd  
nf Numerus fixus opleiding ([hva.nl/selectie](https://hva.nl/selectie))

### \* Aanvullende toelatingseisen:

Voor een aantal opleidingen heb je naast de algemene toelatingseisen ook nog aanvullende eisen. Zie hiervoor de website van de opleidingen.

### Hulp bij je studiekeuze

Als je straks wil gaan studeren, sta je nu voor een belangrijke keuze. Maar hoe vind je de opleiding die bij je past? Waar begin je je zoektocht? En welke stappen kun je zetten? De Hogeschool van Amsterdam helpt je met verschillende activiteiten. Kijk voor meer informatie op [hva.nl/keuzehulp](https://hva.nl/keuzehulp).



### Vakken

**be** Bedrijfseconomie (in de plaats van m&o per 1 sept 2018 in 4-havo/vwo)  
**biol** Biologie  
**dutl** Duitse taal en letterkunde  
**econ** Economie  
**fatl** Franse taal en letterkunde  
**m&o** Management en Organisatie  
**nat** Natuurkunde  
**nlt** Natuur, Leven en Technologie  
**o&o** Onderzoek en Ontwerpen  
**PgP-T** Praktijkgericht Programma Techniek  
**schk** Scheikunde  
**wisA** Wiskunde A  
**wisB** Wiskunde B



### Meer informatie:

[hva.nl/opleidingen](https://hva.nl/opleidingen) | [hva.nl/studiekeuze](https://hva.nl/studiekeuze)

<sup>1</sup> Dit is de officiële naam waaronder de opleiding of leerroute bekend is bij Dienst Uitvoering Onderwijs (DUO).

<sup>2</sup> De officiële naam waaronder deze lerarenopleiding bekend is bij Dienst Uitvoering Onderwijs (DUO) is "Opleiding tot leraar voortgezet onderwijs van de tweede graad in..."

<sup>3</sup> Wijkt af van de Regeling aanmelding en toelating hoger onderwijs (Ratho).

# Toelatingseisen VWO

	Natuur & Techniek	Natuur & Gezondheid	Economie & Maatschappij	Cultuur & Maatschappij
<b>Business en Economie</b>				
Ad Finance & Control	✓	✓	✓	✓
Accountancy	✓	✓	✓	✓
Bedrijfskunde	✓	✓	✓	✓
Commerciële Economie	✓	✓	✓	✓
Finance & Control	✓	✓	✓	✓
Finance, Tax and Advice	✓	✓	✓	✓
Human Resource Management	✓	✓	✓	✓
International Business (AMSIB) (Engelstalig)	✓	✓	✓	✓
Johan Cruyff Academy (leerroute van Commerciële Economie)	✓	✓	✓	✓
<b>Digitale Media en Creatieve Industrie</b>				
Ad Cyber Security	✓	✓	✓	✓
Ad Frontend Design & Development	✓	✓	✓	✓
Ad Smart Media Production	✓	✓	✓	✓
Ad Software Development	✓	✓	✓	✓
AMFI - Amsterdam Fashion Institute (Fashion & Textile Technologies <sup>1</sup> - nf - ook Engelstalig te volgen)	✓	✓	✓	✓
Communicatie	✓	✓	✓	✓
Communication and Multimedia Design	✓	✓	✓	✓
Creative Business	✓	✓	✓	✓
HBO-ICT	✓	✓	✓	✓
<b>Gezondheid, Sport en Bewegen</b>				
ALO - Academie voor Lichamelijke Opvoeding (Opleiding tot Leraar van de eerste graad in Lichamelijke Opvoeding <sup>1</sup> )	✓*	✓*	✓*	✓*
European School of Physiotherapy (nf - Engelstalig)	✓	✓	✓	✓
Ergotherapie (Opleiding voor Ergotherapie <sup>1</sup> )	✓	✓	✓	✓
Fysiotherapie (Opleiding tot Fysiotherapeut <sup>1</sup> )	✓	✓	✓	✓
HBO-Verpleegkunde (Opleiding tot Verpleegkundige <sup>1</sup> )	✓	✓	✓	✓
Interprofessionele Paramedische Zorg (Opleiding tot Oefentherapeut <sup>1</sup> )	✓	✓	✓	✓
Pabo-ALO	✓*	✓*	✓*	✓*
Sportkunde/Sport Studies (nf - ook Engelstalig te volgen)	✓*	✓*	✓*	✓*
Voeding en Diëtetiek	✓	✓	✓	✓
<b>Maatschappij en Recht</b>				
Ad Ervaringsdeskundigheid in Zorg en Welzijn (dt)	✓	✓	✓	✓
Ad Sociaal Werk (du/dt)	✓	✓	✓	✓
Bestuurskunde (Bestuurskunde/Overheidsmanagement <sup>1</sup> )	✓	✓	✓	✓
HBO-Rechten	✓	✓	✓	✓
Sociaal Juridische Dienstverlening	✓	✓	✓	✓
Social Work	✓	✓	✓	✓
Toegepaste Psychologie (nf)	✓	✓	✓	✓
<b>Onderwijs en Opvoeding</b>				
Ad Educatief Professionaal Beroepsonderwijs	✓	✓	✓	✓
Leraar Aardrijkskunde <sup>2</sup>	✓	✓	✓	✓
Leraar Biologie <sup>2</sup>	✓	✓	biol / nlt / o&o	biol / nlt / o&o
Leraar Duits <sup>2</sup>	✓	✓	✓	✓
Leraar Economie <sup>2</sup>	✓	✓	✓	✓
Leraar Engels <sup>2</sup>	✓	✓	✓	✓
Leraar Frans <sup>2</sup>	✓	✓	✓	✓
Leraar Geschiedenis <sup>2</sup>	✓	✓	✓	✓
Leraar Gezondheidszorg en Welzijn <sup>2</sup>	✓	✓	✓	✓
Leraar Horeca en Voeding (Consumptieve Techniek I en II <sup>2</sup> )	✓	✓	✓	✓
Leraar Maatschappijleer <sup>2</sup>	✓	✓	✓	✓
Leraar Natuurkunde <sup>2</sup>	✓	nat / nlt / o&o	nat / nlt / o&o	(nat / nlt / o&o) + (wisA / wisB)
Leraar Nederlands <sup>2</sup>	✓	✓	✓	✓
Leraar Pedagogiek <sup>2</sup>	✓	✓	✓	✓
Leraar Scheikunde <sup>2</sup>	✓	✓	schk	schk + (wisA / wisB)
Leraar Technisch Beroepsonderwijs <sup>2</sup>	✓	✓	✓	wisA / wisB
Leraar Wiskunde <sup>2</sup>	✓	✓	✓	wisA / wisB
Pabo (Opleiding tot leraar Basisonderwijs <sup>1</sup> )	✓*	✓*	✓*	✓*
Pabo-ALO	✓*	✓*	✓*	✓*
Pedagogiek	✓	✓	✓	✓
Universitaire Pabo van Amsterdam (Opleiding tot leraar Basisonderwijs <sup>1</sup> )	✓	✓	✓	✓
<b>Techniek</b>				
Ad Logistiek	✓	✓	✓	✓
Ad Smart Asset Maintenance	✓	✓	✓	WisA / WisB
Aviation	✓	✓	✓	(nat / econ) + (wisA / wisB)
Biomedische Technologie	✓	✓	schk / biol	(schk / biol) + (wisA / wisB)
Built Environment	✓	✓	✓	wisA / wisB
Engineering	✓	✓	✓	wisA / wisB
Forensisch Onderzoek (nf)	✓	nat / nlt / o&o	(nat / nlt / o&o) + schk	(nat / nlt / o&o) + schk + (wisA / wisB)
Logistics Engineering	✓	✓	✓	wisA / wisB
Logistics Management	✓	✓	✓	✓
Maritiem Officier	✓*	nat + wisB*	nat+ wisB*	nat + wisB*
Technische Natuurkunde	✓	nat / nlt / o&o	nat	nat + wisB
Toegepaste Wiskunde	✓	✓	✓	wisA / wisB

<sup>1</sup> Dit is de officiële naam waaronder de opleiding of leerroute bekend is bij Dienst Uitvoering Onderwijs (DUO).

<sup>2</sup> De officiële naam waaronder deze lerarenopleiding bekend is bij Dienst Uitvoering Onderwijs (DUO) is "Opleiding tot leraar voortgezet onderwijs van de tweede graad in..."

<sup>3</sup> Wijkt af van de Regeling aanmelding en toelating hoger onderwijs (Ratho).



✓ Toelaatbaar ✗ Niet toelaatbaar

## Afkortingen

du Duaal  
dt Deeltijd  
nf Numerus fixus opleiding (hva.nl/selectie)

## \* Aanvullende toelatingseisen:

Voor een aantal opleidingen heb je naast de algemene toelatingseisen ook nog aanvullende eisen. Zie hiervoor de website van de opleidingen.

## Hulp bij je studiekeuze

Als je straks wil gaan studeren, sta je nu voor een belangrijke keuze. Maar hoe vind je de opleiding die bij je past? Waar begin je je zoektocht? En welke stappen kun je zetten? De Hogeschool van Amsterdam helpt je met verschillende activiteiten. Kijk voor meer informatie op [hva.nl/keuzehulp](https://hva.nl/keuzehulp).



## Vakken

**be** Bedrijfseconomie (in de plaats van m&o per 1 sept 2018 in 4-havo/vwo)  
**biol** Biologie  
**dutl** Duitse taal en letterkunde  
**econ** Economie  
**fatl** Franse taal en letterkunde  
**m&o** Management en Organisatie  
**nat** Natuurkunde  
**nlt** Natuur, Leven en Technologie  
**o&o** Onderzoek en Ontwerpen  
**schk** Scheikunde  
**wisA** Wiskunde A  
**wisB** Wiskunde B



## Meer informatie:

🌐 [hva.nl/opleidingen](https://hva.nl/opleidingen) | 📍 [hva.nl/studiekeuze](https://hva.nl/studiekeuze)





## BIJLAGE 2: Regeling numerus fixus en selectie HvA studiejaar 2022-2023

Gelet op:

- de artikelen 7.53 en 7.56 van de Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW);
- de Regeling aanmelding en toelating hoger onderwijs van de Minister van Onderwijs, Cultuur en Wetenschap;
- de wijziging van voornoemde regeling d.d. 8 november 2015, nr. 759279, houdende wijziging van de Regeling aanmelding en toelating hoger onderwijs in verband met de afschaffing van de loting en
- het beleid numerus fixus en selectie HvA, vastgesteld op 6 april 2016;

is onderstaande regeling opgesteld, waarin regels zijn vastgelegd op basis waarvan aspirant-studenten met ingang van het studiejaar 2017-2018 via selectie voor een opleiding met numerus fixus kunnen worden geplaatst.

### Artikel 1

#### Begrippen

- a. *aspirant-student*: degene die zich via Studielink heeft aangemeld voor een opleiding aan de Hogeschool van Amsterdam (HvA) en die op dat moment niet voor de betreffende opleiding bij de HvA staat ingeschreven.
- b. *fixusopleiding*: opleiding waarvoor op grond van de artikelen 7.53 of 7.56 WHW een beperkt aantal studenten kan worden ingeschreven.
- c. *selectie*: de procedure op grond waarvan aspirant-studenten die zich hebben aangemeld voor een fixusopleiding worden geselecteerd.
- d. *studiekeuzecheck*: de studiekeuzeactiviteit die de HvA aan aspirant-studenten voor een bacheloropleiding, niet zijnde een fixusopleiding, aanbiedt, met als doel het verstrekken van een studiekeuzeadvies.
- e. *rangnummer*: uniek nummer dat door de HvA wordt toegekend aan een aspirant-student die de selectie heeft doorlopen, waaruit blijkt hoe de aspirant ten opzichte van de andere deelnemers aan de selectie is beoordeeld. Het rangnummer ontvangt de aspirant-student via Studielink.
- f. *aangeboden plaats*: de plaats die de aspirant-student via Studielink aangeboden krijgt wanneer het rangnummer dat de HvA hem heeft toegekend binnen de onderwijscapaciteit van de fixusopleiding valt. Aspirant-student dient de aangeboden plaats binnen 14 dagen na ontvangst via Studielink te accepteren.
- g. *inschrijving*: een aspirant-student die voldoet aan de wettelijke vooropleidingseisen en de toelatingsvoorwaarden die zijn vermeld in het Onderwijs Examen Reglement kan worden ingeschreven als student aan de HvA. De Centrale Studentenadministratie (CSA) is belast met de uitvoering van de inschrijving conform het Studentenstatuut en bepaalt of een aspirant-student wordt ingeschreven als student, voor de opleiding waarvoor de aspirant-student zich heeft aangemeld.

### Artikel 2

#### Aanmelden uiterlijk op 15 januari voorafgaand aan het studiejaar

1. De aspirant-student die per 1 september van het jaar wenst deel te nemen aan de selectie voor een fixusopleiding dient zich op uiterlijk 15 januari van dat jaar, via Studielink, aan te melden voor deze opleiding.
2. Een aspirant-student die zich via Studielink aanmeldt voor een fixusopleiding aan de HvA en bij dezelfde opleiding al twee maal eerder een selectiepoging heeft gedaan, krijgt via Studielink het bericht dat hij zich niet kan aanmelden voor de opleiding.
3. Een aanmelding telt niet als selectiepoging als de aspirant-student deze voor 15 januari via Studielink heeft ingetrokken.
4. Een aspirant-student kan tussen 15 januari en 31 augustus, bij de instelling, een verzoek indienen zijn selectiepoging te laten vervallen als de aspirant-student er niet in slaagt zijn voor de toelating noodzakelijke diploma of getuigschrift te behalen.



### **Artikel 3**

#### *Selectie*

1. De selectie vindt plaats conform het door het College van Bestuur vastgesteld beleid HvA. Het HvA beleid is gepubliceerd.
2. De aspirant-student met een functie-beperking kan dit voor de selectie bij de opleiding kenbaar te maken, zodat zo mogelijk en in redelijkheid passende voorzieningen kunnen worden geboden.
3. In het geval dat het aantal aanmeldingen lager is dan het aantal beschikbare plaatsen vindt geen selectie plaats, maar is de aspirant-student conform het vastgesteld beleid HvA verplicht deel te nemen aan de studiekeuzecheck. Hoofdstuk 3 van het Studentenstatuut is in dat geval van toepassing.

### **Artikel 4**

#### *Resultaten selectie, rangnummers en aanbieding plaats*

1. De HvA bericht de aspirant-student uiterlijk op 15 april over de door hem bij de selectie behaalde resultaten.
2. Via Studielink ontvangt de aspirant-student op 15 april het rangnummer dat hem door de HvA op basis van de door hem behaalde resultaten is toegekend.
3. Via Studielink wordt de aspirant-student vanaf 15 april een plaats aangeboden, indien het hem toegekende rangnummer binnen de capaciteit van de fixusopleiding valt.
4. De aangeboden plaats vervalt als de aspirant-student aan wie het de plaats is aangeboden deze niet binnen 14 dagen na ontvangst via Studielink heeft geaccepteerd.
5. Indien een plaats vrijkomt omdat een plaats niet tijdig is geaccepteerd, wordt via Studielink een plaats aangeboden aan de aspirant-student met het eerstvolgende rangnummer waaraan nog geen plaats is aangeboden; het vierde lid is vervolgens van toepassing.
6. De uiterste datum waarop door de HvA via Studielink plaatsen worden aangeboden, is 15 augustus.

### **Artikel 5**

#### *Vooropleidingseisen en nadere vooropleidingseisen*

1. De aspirant-student die op basis van een aangeboden plaats per 1 september van het jaar toegelaten zou kunnen worden tot een fixusopleiding toont uiterlijk 31 augustus van dat jaar aan dat hij/zij voldoet aan de voor de betreffende opleiding geldende vooropleidingseisen en nadere vooropleidingseisen zoals opgenomen in het Onderwijs Examen Reglement.

### **Artikel 6**

#### *Bezwaar*

1. Binnen zes weken na ontvangst van het betreffende besluit kan de aspirant-student een met redenen omkleed bezwaarschrift indienen bij het College van Bestuur conform Hoofdstuk 12 van het Studentenstatuut.
2. De Geschillenadviescommissie brengt aan het College van Bestuur advies uit over bezwaren alvorens zij een besluit op bezwaar neemt. Bezwaar kan onder andere worden ingesteld tegen besluiten inzake:
  - a. de weigering om het verzoek tot inschrijving voor een selectie-opleiding na 15 januari van de aspirant-student te accepteren;
  - b. het toegekende rangnummer;
  - c. de weigering om de aspirant-student alsnog een plaats aan te bieden;
  - d. de weigering om een selectiepoging van de aspirant-student te laten vervallen;
  - e. een ongeldige reden afwezigheid tijdens de selectiedag;
  - f. een afwijzing verzoek tot inschrijving.

#### *Vaststelling en inwerkingtreding*

Deze regeling treedt in werking per 1 oktober 2018.



## **BIJLAGE 3: Regeling plaatsing Maters met instroombeperking HvA studiejaar 2022-2023**

Gelet op:

- artikelen 7.30b lid 3 van de Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW);

is onderstaande regeling opgesteld, waarin regels zijn vastgelegd op basis waarvan aspirant-studenten met ingang van het studiejaar 2022-2023 voor een Masteropleiding met instroombeperking kunnen worden geplaatst.

### **Artikel 1**

#### *Begrippen*

- a. *aspirant-student*: degene die zich via Studielink heeft aangemeld voor een opleiding aan de Hogeschool van Amsterdam (HvA) en die op dat moment niet voor de betreffende opleiding bij de HvA staat ingeschreven.
- b. *Masteropleiding met instroombeperking*: opleiding waarvoor op grond van artikel 7.30b lid 3 een beperkt aantal studenten kan worden ingeschreven.
- c. *selectie*: de procedure op grond waarvan aspirant-studenten die zich hebben aangemeld voor een Masteropleiding met instroombeperking worden geselecteerd.
- d. *rangnummer*: uniek nummer dat door de HvA wordt toegekend aan een aspirant-student die de selectie heeft doorlopen, waaruit blijkt hoe de aspirant ten opzichte van de andere deelnemers aan de selectie is beoordeeld.
- e. *Bewijs van plaatsing*: verklaring die de aspirant-student krijgt wanneer het rangnummer dat de HvA hem heeft toegekend binnen de onderwijscapaciteit van de Masteropleiding met instroombeperking valt. Aspirant-student dient zich voor 15 augustus voor de betreffende opleiding via Studielink in te schrijven.
- f. *inschrijving*: een aspirant-student die voldoet aan de wettelijke vooropleidingseisen en de plaatsingsvoorwaarden die zijn vermeld in het Studentenstatuut en de Onderwijs Examen Reglement kan worden ingeschreven als student aan de HvA. De Centrale Studentenadministratie (CSA) is belast met de uitvoering van de inschrijving conform het Studentenstatuut en bepaalt of een aspirant-student wordt ingeschreven als student, voor de opleiding waarvoor de aspirant-student zich heeft aangemeld.

### **Artikel 2**

#### *Uiterlijk aanmelddatum voorafgaand aan het studiejaar*

1. De aspirant-student die per 1 september van het jaar wenst deel te nemen aan de selectie voor een Masteropleiding met instroombeperking dient zich op uiterlijk de door de opleiding aangegeven datum, via Studielink, aan te melden voor deze opleiding.

### **Artikel 3**

#### *Selectie*

1. De opleiding kan selecteren op basis van een door het College van Bestuur vastgesteld en gepubliceerde uitvoeringsregeling voor de betreffende opleiding.
2. De aspirant-student met een functie-beperking kan dit voor de selectie bij de opleiding kenbaar te maken, zodat zo mogelijk en in redelijkheid passende voorzieningen kunnen worden geboden.
3. In het geval dat het aantal aanmeldingen lager is dan het aantal beschikbare plaatsen vindt geen selectie plaats.

### **Artikel 4**

#### *Resultaten selectie, rangnummers en aanbieding plaats*

1. De HvA bericht de aspirant-student uiterlijk op de in de uitvoeringsregeling vermelde datum over de door hem bij de selectie behaalde resultaten.
2. De aspirant-student ontvangt uiterlijk op de in lid 1 genoemde datum het rangnummer dat hem door de HvA op basis van de door hem behaalde resultaten is toegekend.
3. Indien het hem toegekende rangnummer binnen de capaciteit van de Masteropleiding met instroombeperking valt, ontvangt de aspirant-student tevens een bewijs van plaatsing.



4. Het bewijs van plaatsing vervalt als de aspirant-student zich niet uiterlijk 15 augustus via Studielink voor de opleiding heeft ingeschreven.
5. Indien een plaats vrijkomt omdat inschrijving niet tijdig geschiedt, wordt een plaats aangeboden aan de aspirant-student met het eerstvolgende rangnummer waaraan nog geen bewijs van plaatsing is aangeboden.
6. Aspirant-studenten die op of na 1 augustus een bewijs van plaatsing krijgen aangeboden kunnen zich in afwijking van lid 4 tot 1 september inschrijven voor de opleiding.

#### **Artikel 5**

##### *Vooropleidingseisen en nadere vooropleidingseisen*

1. De aspirant-student die op basis van bewijs van plaatsing per 1 september van het jaar toegelaten zou kunnen worden tot een Masteropleiding met instroombeperking toont uiterlijk 31 augustus van dat jaar aan dat hij/zij voldoet aan de voor de betreffende opleiding geldende vooropleidingseisen en nadere vooropleidingseisen zoals opgenomen in het Studentenstatuut en Onderwijs Examen Reglement.

#### **Artikel 6**

##### *Bezwaar*

1. Binnen zes weken na ontvangst van het betreffende besluit kan de aspirant-student een met redenen omkleed bezwaarschrift indienen bij het College van Bestuur conform Hoofdstuk 12 van het Studentenstatuut.
2. De Geschillenadviescommissie brengt aan het College van Bestuur advies uit over bezwaren alvorens zij een besluit op bezwaar neemt. Bezwaar kan onder andere worden ingesteld tegen besluiten inzake:
  - a. de weigering om het verzoek tot inschrijving voor een selectie-opleiding na 15 januari van de aspirant-student te accepteren;
  - b. het toegekende rangnummer;
  - c. de weigering om de aspirant-student alsnog een plaats aan te bieden;
  - d. de weigering om een selectiepoging van de aspirant-student te laten vervallen;
  - e. een ongeldige reden afwezigheid tijdens een selectiedag;
  - f. een afwijzing verzoek tot inschrijving.

##### *Vaststelling en inwerkingtreding*

Deze regeling treedt in werking per 1 september 2021.