

Enrolment process regulations for private educational activities



Introduction

These Enrolment Process Regulations for Private Activities contain the most important rules on enrolment (requests), re-enrolment, and termination of enrolment as a course participant at Rotterdam University of Applied Sciences. Also included are the admission requirements which applicants must meet in order to be able to enrol as a course participant at Rotterdam University of Applied Sciences.

These regulations and the appendix were adopted by the Executive Board on 26 June 2023.

Rotterdam University of Applied Sciences (*Stichting Hogeschool Rotterdam*),
Executive Board

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Chapter 1 General Provisions for Enrolment

Artikel 1.1 Scope

1. These regulations govern the manner of enrolment, preparation, and termination of enrolment of a course participant in private activities at Rotterdam University of Applied Sciences. The regulations are available in Dutch and English. In the event of differences of interpretation between the English and the Dutch texts, the Dutch text will prevail.
2. The course participant enters into an agreement with Rotterdam University of Applied Sciences to attend contract education, whereby use is made of the educational facilities of Rotterdam University of Applied Sciences (hereinafter referred to as: featured courses). The General Conditions of Sale of *Stichting Hogeschool Rotterdam* also apply with regard to agreements and services in the private (non-public) sector. These regulations are an addition to the before-mentioned.
3. The prospective course participant is referred to as 'applicant' after they have submitted an enrolment request.
4. These regulations do not apply to students in bachelor's and associate degree programme or to funded and post-initial master's programmes. [Separate enrolment regulations](#) have been drafted for these study programmes at Rotterdam University of Applied Sciences.

Artikel 1.2 Enrolment requests for Rotterdam University of Applied Sciences

1. Chapters 3 up to and including 7 describe course enrolment at Rotterdam University of Applied Sciences.
2. Enrolment is only possible if the applicant:
 - a. has the Dutch nationality or is treated as a Dutch national pursuant to a statutory provision,
 - b. is a foreign national and is younger than eighteen years of age on the first day of the course for which initial enrolment has been requested,
 - c. is a foreign national, eighteen years of age or older on the first day of the course, for whom enrolment is requested for the first time and on that day resides lawfully in the Netherlands within the meaning of Article 8 of the Aliens Act 2000,
 - d. is a foreign national residing outside the Netherlands on the first day of the course for which enrolment is sought for the first time,
 - e. is a foreign national who no longer meets one of the conditions referred to under b, c or d and was previously enrolled in a course at an institution, in accordance with one of these sections, that is still ongoing and has not yet been completed.
3. No later than the day before the start of the course, all registration conditions must be fulfilled. These are:
 - a. the educational prerequisite(s) as included in these regulations (see chapter 3 up to and including 7),
 - b. any additional admission requirements as included in these regulations (see chapter 3 up to and including 7),
 - c. SSC has verified that the requirement set out in paragraph 2 of this article (nationality requirement) has been met;

- d. by registering for the course, the course participant enters into an agreement in which they accept the general terms and conditions and is obliged to pay the course fee. Invoicing takes place via the Accounts Receivable team of the Administration, Information and Control service department (AIC).
(Please also refer to: [article 2.1.2](#)).
4. , After all requirements for enrolment have been met, the applicant will receive confirmation of enrolment. Upon first-time enrolment, the applicant will receive a student card from Rotterdam University of Applied Sciences. The enrolment application will be rejected if all enrolment requirements are not met on time.
5. Admission on the basis of an international diploma is subject to a special diploma evaluation procedure. Information about this procedure is provided by SSC in cooperation with the Centre of International Affairs (CoIA) of Rotterdam University of Applied Sciences. Nuffic is used as an advisory body for the degree evaluation.

Tip: to copy your proof of ID, try using the app [KopieID](#).

Artikel 1.3 Authority

1. The authority of the Executive Board with respect to the financial processing pursuant to these regulations is delegated by the Executive Board to the Director of Administration, Information and Control (AIC).
2. The authority regarding the admission requirements for the courses offered by Rotterdam University of Applied Sciences is delegated by the Executive Board to the dean of the institute to which the course belongs.

Artikel 1.4 Information provision

The applicant will be issued a student email address from Rotterdam University of Applied Sciences at the time of registration. We communicate with the applicant via this e-mail address. We therefore assume that the applicant checks their student email account regularly. We may also seek another way to contact you.

Artikel 1.5 Privacy policy

1. Rotterdam University of Applied Sciences processes personal data of course participants at Rotterdam University of Applied Sciences. The processing of this data is necessary for the various business processes.
2. The correct processing of personal data is the responsibility of the Executive Board, in accordance with the rules of the General Data Protection Regulation (AVG) and its implementation.

Tip: you can find more information about the privacy policies on [Hint](#), our intranet.

Artikel 1.6 Hardship clause

In unforeseen cases and in cases where application of these regulations would result in manifest unfairness, the Director of Administration, Information and Control (AIC) shall decide.

Tip: The hardship clause makes it possible to make an exception for a case in which there would truly be an unreasonable consequence if a rule in these regulations were to be applied. No exception can be made to provisions laid down by law.

Artikel 1.7 Legal Protection

The [Regulations for complaints of student and course participants](#) apply to complaints under private law.

Artikel 1.8 Complaints of undesirable behaviour

Anyone who, during the application process at Rotterdam University of Applied Sciences, is confronted with discrimination, harassment, bullying, aggression, or violence (undesirable behaviour) can turn to a confidential advisor.

Tip: additional information about complaints are available in the various complaints regulations ([klachtenregelingen](#)) of the institution.

Artikel 1.9 Legal Validity

The provisions of these regulations are legally valid if and insofar as they are not in conflict with higher regulations or with the General Conditions of Sale for Private Activities of *Stichting Hogeschool Rotterdam*. No rights can be derived from provisions that appear to be contrary to these.

Chapter 2 Course fees

Artikel 2.1 General Provisions

1. Annually, the Executive Board determines the amount of the course fees as well as the starting fee and the follow-up fee for non-examination students, whereby it is also determined that previous decisions on this matter will lapse. The fixed course fees are all published on [the website](#).
2. Invoicing is carried out by accounts receivable, Administration, Information Provision and Control, (AIC) and is done in accordance with the annual established fees, and the [General terms and conditions of Stichting Hogeschool Rotterdam regarding agreements and performances in the private \(non-public\) domain](#).
3. Payment of the course fee shall be made by invoicing the client, i.e., the course participant or the course participant's employer. If the course participant is the client, the employer of the course participant may be invoiced at the course participant's request. The client remains severally liable for the payment of the course fees due.
4. Certificates shall only be issued if the invoice has been paid in full.

Artikel 2.2 Termination of contract, cancellation

1. If the course participant has entered into a distance contract, they have the right to dissolve the contract without stating reasons within 14 days of the conclusion of the distance contract. This does not apply if, with the agreement of the course participant, the education has already started.
2. Prior to the commencement of a course, the course participant has the right to cancel the agreement. The cancellation can only take place in writing.
3. If a course of less than one year or an in-company course is cancelled, Rotterdam University of Applied Sciences will be entitled to charge part of the course fees in accordance with the following graduated scale:
 - a. cancellation two months or more before the start of the course: 10% of the course fee,
 - b. cancellation less than two weeks before the start of the course: 50% of the course fee.
4. If a course of one year or longer is cancelled, Rotterdam University of Applied Sciences will be entitled to charge part of the course fees in accordance with the following graduated scale:
 - a. If cancelled two months or more before the start of the course: 10% of the course fee for the first year,
 - b. If the cancellation takes place less than two weeks before the start of the course: 40% of the course fee for the first year.
5. The course participant may submit a written request to the dean that the participant's place is taken by another natural person, provided that this person meets the registration requirements.
6. The institute's dean may deviate from the provisions laid down in paragraphs 3 and 4 if, in the institute's dean's exclusive opinion, there are any special and/or very serious circumstances involved.
7. The institute's dean is entitled to dissolve the agreement prior to the commencement of the course if the number of registrants for the course is insufficient, to the dean's sole judgement.

Artikel 2.3 Termination of contract, interim course termination

1. The agreement may only be terminated in writing after course commencement.
2. If the course participant terminates the agreement prematurely, the course participant will owe Rotterdam University of Applied Sciences a reasonable fee for the education provided up until that moment, regardless of whether the course participant has taken part.
3. The reasonable compensation consists of, for the course of less than one year or in-company:
 - a. fifty per cent of the course fee, as start-up costs; and
 - b. a portion of the remaining course fee (being 50% of the total), calculated per month of offered tuition in proportion to the total course duration, including the current month.
4. The reasonable compensation consists for the course of one year or more of:
 - a. forty per cent of the course fee for the relevant academic year, as start-up costs, and,
 - b. one-twelfth of the remaining course fee (being 60% of the total) per month of tuition offered, including the current month.
5. The reasonable compensation shall never exceed the course fees for the relevant year.
6. If the course participant terminates the agreement prematurely due to a serious illness or calamity, they may submit a substantiated written request to the institute's dean for adjustment of the reasonable compensation.

Chapter 3 Premaster

Artikel 3.1 General

1. A premaster is aimed at applicants who do not meet the previous education requirements for a master's programme at Rotterdam University of Applied Sciences. By completing a premaster, the applicant will no longer have a shortcoming of previous education for a specific master's programme. This can also be a shortcoming in English language skills, as is stated in the [Code of Conduct International students](#) (foundation year).
2. Rotterdam University of Applied Sciences offers premasters for admission to the following master's programmes:
 - a. Consultancy & Entrepreneurship: Premaster RBS,
 - b. International Supply Chain Management: Premaster RBS,
 - c. Shipping and Transport: Premaster RBS,
 - d. Architecture: [premaster Architecture](#).
 - e. Urbanism: [Premaster Urbanism](#).

Artikel 3.2 Registration and duration

1. An enrolment request for a premaster at Rotterdam University of Applied Sciences must be submitted via *Studielink*.
2. From 1 October up to and including 31 July, you can apply for the RBS Premaster starting on 1 September. Non-EU applicants must apply before 1 May due to visa application.
3. From 1 August up to and including 31 December, you can apply for the Premaster RBS starting 1 February. For non-EU applicants, the applicant must apply before 1 October due to the visa application.
4. You can apply for the Pre-masters in Architecture and Urbanism up to and including 31 July. Non-EU applicants must apply before 1 May due to visa application.
5. The start data and duration of the premasters are:
 - a. Premaster RBS:
 - i. start as of September and February,
 - ii. duration of 6 months.
 - b. Architecture: [premaster Architecture](#):
 - i. start as of September,
 - ii. duration of 6 months.
 - c. Urbanism: [premaster Urbanism](#):
 - i. start as of September,
 - ii. duration of 6 months.

Artikel 3.3 Admission Requirements

1. To be admitted to the premaster the course participant must comply with the following admission requirements:
 - a. Premaster RBS:
 - i. the English language requirement in accordance with article 3.4, and,
 - ii. a higher professional education bachelor's degree in economics or business administration, or
 - iii. a higher professional education bachelor's degree in a domain other than ii, with at least one year of relevant work experience; or

- iv. a bachelor's degree in a domain other than ii, with an 'academic' IELTS test and an 'overall band score' of at least 6.5 or comparable in accordance with the table in Article
- b. Premaster Architecture
 - i. a higher professional education bachelor's degree in Interior Architecture or Interior Design, or,
 - ii. a higher professional education bachelor's degree in Spatial Design; or
 - iii. a higher professional education bachelor's degree in Architectural Design; or
 - iv. designers who already work at a higher professional educational level,
 - v. the minimum required number of 6 students has been met.
- c. Premaster in Urban Design
 - i. a higher professional education bachelor's degree in Interior Architecture or Interior Design, or,
 - ii. a higher professional education bachelor's degree in Spatial Design; or
 - iii. a higher professional education bachelor's degree in Architectural Design; or,
 - iv. designers who are already working at a higher professional educational level.

Artikel 3.4 Command of the English language

1. For the six-months Premaster RBS the applicant is required to at least pass the 'academic' IELTS test with an 'overall band score' of at least 6.0 or a comparable certificate in accordance with the table below. The language requirement is based on the [Code of conduct for international students](#).
2. If the admissible prior education is demonstrably taught entirely in English and has been obtained in the following countries: USA, Canada (with the exception of French-speaking areas), Australia, New Zealand, Ireland, and the United Kingdom, then the applicant will be exempted from the English language requirement.

IELTS, TOEFL, TOEIC en Cambridge English grades & scale					
IELTS	TOEFL Paper	TOEFL Internet	TOEIC ²		Cambridge English grades and scale
			Listening and Reading	Speaking and Writing	
7.5	625	113	790	400	Advanced (CAE) - Grade B (scale 194 - 199) Advanced (CAE) - Grade C (scale 191-193)
7.0	600	100	780	350	First (FCE) - Grade A (scale 185 and above) Advanced (CAE) - Grade C (scale 185 and above)
6.5	575	90	720	310	Advanced (CAE) - Grade C (scale 180- 184) First (FCE) - Grade A (scale 180 - 184) First (FCE) - Grade B (scale 176-179)
6.0	550	80	670	290	First (FCE) - Grade B (scale 173 - 175) First (FCE) - Grade C (scale 169 - 172)
5.5	525	70	620	260	First (FCE)- Grade C (scale 162-168)
5.0	500	60	600	240	First (FCE) - Grade C (scale 160-161) B1 level certificate (scale 154 - 159)

Chapter 4 Lateral Entry into profession (zib in Dutch)

Artikel 4.1 General

1. The Lateral Entry Programme for Teacher Training is aimed at applicants who have an appointment as a teacher in secondary education and wish to obtain a qualification for another subject.
2. The Lateral Entry Programme *Pabo* is aimed at the possibility of obtaining a teaching qualification for primary education within two years.

Artikel 4.2 Registration and Course Duration

1. A request for enrolment in a lateral entry programme at Rotterdam University of Applied Sciences must be made by means of an assignment card signed by the employer with which the course participant registers for the intake assessment.
2. The lateral entry programme starts in September and February and has a duration of 24 months.
3. Registration for the lateral entry track *Lero* is possible until 31 March for the start in September and through 31 October for the start in February.
4. You can register for the *Pabo* lateral entry track up to and including 15 April for the September start and up to and including 31 October for the February start.

Artikel 4.3 Admissions Requirements

1. To be admitted to the Lateral Entry Programme Teacher Training, the student must meet the following admission requirements:
 - a. a (minimum) bachelor's degree relevant to the subject for which the student wants to obtain a qualification, or,
 - b. a qualification for primary education, secondary education and/or senior secondary vocational education, or,
 - c. for obtaining a qualification for technical professions: a completed level 4 senior secondary vocational programme; and
 - d. teaching at least 8 lessons per week in the intended subject throughout the entire track,
 - e. not having been enrolled for the past 2 years in a teacher training programme without having obtained a diploma.
2. To be admitted to the Lateral Entry Programme *Pabo*, the course participant must meet the following admission requirements:
 - a. having completed (at least) a bachelor's degree programme,
 - b. an employment contract with a school board,
 - c. having obtained a score of at least 103 for the *Wiscat PABO*,
 - d. not having been enrolled in a teacher training programme for the past 2 years,
 - e. received a positive assessment for the suitability assessment (suitability certificate). A certificate of suitability is valid for two years.

Chapter 5 Post higher education

Artikel 5.1 General

1. The School of Teacher Training (*IVL*) offers the following post higher education courses:
 - a. [The Pedagogical Didactic Certificate \(PDG\)](#). Through the flexible PDG study programme, a competent professional qualifies for the profession of teacher in senior secondary vocational education (*mbo*).
 - b. [Professionalisation track PIE \(Produce, Install and Energy\)](#). This track is for lectures who wish to teach the PIE profile.
 - c. [Service Provision & Products](#). This track focuses on lecturers who wish to teach the profile Service Provision & Products at prevocational secondary education.
2. The School of Health Care Studies (*IVG*) offers the following post higher education courses:
 - a. [Returning to Midwifery BIG](#). A BIG-registered midwife is obliged to meet the set requirements every five years. Midwives who (wish to) re-register are obliged to follow this procedure.
 - b. [Course Sports physical Therapy](#). This course can be followed in combination with the master's degree in Child Physical Therapy or Manual Therapy. The course participant will have specialised knowledge of Sports Physical Therapy in addition to the master's degree in Child Physical Therapy or Manual Therapy in three years
 - c. [Course Manual Therapy](#). This course can be followed in combination with the master's degree in Sports Physical Therapy. The course participant will have specialist knowledge of Manual Therapy in addition to the master's degree in Sports Physical Therapy in three years.

Artikel 5.2 Registration and Course Duration

1. Registration for a post-higher education course takes place via the website (hr.nl) with the exception of the Sports Physical Therapy and Manual Therapy courses. Registration for these courses takes place via Hint.
2. In principle, registration is possible up to the start of the course.
3. The starting dates and durations of the post-higher education courses are:
 - a. Pedagogical Didactic Certificate:
 - i. Starts annually in October and February, provided that the minimum required number of registrations of fifteen (15) has been met,
 - ii. Duration: 18 months.
 - b. Professionalisation track PIE:
 - i. Starts annually in February and September, provided that the minimum required number of enrolments of ten (10) has been met,
 - ii. Duration: depending on the previously obtained teaching qualification, the student follows 1, 2 or 3 modules, each with a duration of 6 months.
 - c. Service Provision & Products:
 - i. Starts annually in September, provided that the minimum number of required enrolments of twenty-four (24) has been met,
 - ii. Duration: 6 months
 - d. Midwifery BIG returnees:

- i. Starts annually in September and December,
 - ii. Duration: 6 months.
- e. Sports Physical Therapy Course:
 - i. Starts annually in September,
 - ii. Duration: total of four years for master's degree in Child Physical Therapy or Manual Therapy and Sports Physical Therapy course.
- f. Course in Manual Therapy:
 - i. Starts annually in September,
 - ii. Duration: total of four years for Sports Physical Therapy master's programme and Manual Therapy course.

Artikel 5.3 Admissions Requirements

1. To be admitted to the post-higher education course, the course participant must comply with the following admission requirements:
 - a. Pedagogical teaching certificate:
 - i. having a certificate of suitability issued by the employer,
 - ii. a completed higher professional study programme or demonstrable possession of at least higher education or equivalent ability through assessment.
 - b. Professionalisation trajectory PIE:
 - i. a certificate for a second-degree teacher training programme (secondary education),
 - ii. having a PIE work placement/internship at a *vmbo* school (at least 1 day a week, 50% of which is spent on PIE lesson programme).
 - c. Service provision & Products:
 - i. a certificate in Second Degree Teacher Training (secondary education),
 - ii. a work placement/internship at a *vmbo* school (at least 1 day per week, 50% of which in the D&P lesson programme).
 - d. Returning course participants Midwifery BIG:
 - i. The ability to demonstrate the foreground competences of the domain of obstetrics by means of an assessment,
 - ii. A completed Bachelor of Obstetrics/Midwifery degree programme.
 - e. Course in Sports Physical Therapy:
 - i. a completed bachelor's degree in Physical Therapy,
 - ii. having obtained all the credits of the first year of the master's degree in Child Physical Therapy or Manual Therapy.
 - f. Course in Manual Therapy:
 - i. having obtained a bachelor's degree in Physical Therapy,
 - ii. having obtained all the credits of the first year of the master's programme in Sports Physical Therapy.

Chapter 6 Microcredentials

Article 6.1 General

1. A micro credential is a recognised certificate that allows professionals, who are not enrolled as students in a bachelor's programme, to follow parts of a programme that have independent added value.
2. A micro credential is not a diploma track.
3. The study load of a micro credential varies from 5 to 30 credits.

Article 6.2 Registration and Course Duration

1. Registration for a post-higher education course takes place via the website (hr.nl).
2. The Rotterdam University of Applied Sciences' website publishes the start date of courses, the duration and study load, and the registration deadline.

Article 6.3 Admissions Requirements

1. The Rotterdam University of Applied Sciences website lists the course admission requirements that the student must meet to be allowed to participate.

Chapter 7 Work-study track in secondary education for asylum permit holders

Article 7.1 General

1. The work-study programme in secondary education is aimed at status holders who want to start working in Dutch education as teachers of mathematics, physics, or technical vocational education.
2. The work-study programme is an orientation to:
 - a. teaching in the Netherlands
 - b. teaching Dutch towards C1-level and professional language,
 - c. experience at a school as an intern,
 - d. contacts in Dutch education.

Article 7.2 Registration and Duration Course

1. A request for enrolment in the work-study track takes place by sending a curriculum vitae containing the obligatory sections to *Stichting voor Vluchteling-Studenten* [UAF \(voordeklas@uaf.nl\)](mailto:voordeklas@uaf.nl).
2. Registration for the work-study programme is possible until 23 November.
3. The work-study track consists of two parts: an introductory track (February through June) and an orientation track (September through June).

Article 7.3 Admissions Requirements

1. To be admitted to the work-study programme the course participant must meet the following admission requirements:
 - a. the student came to the Netherlands as a refugee
 - b. the student has a diploma in mathematics, physics or in a technical field (such as architecture or civil engineering),
 - c. the diploma from the country of origin has been valued by IDW (International Diploma Evaluation) at bachelor level, at least.
 - d. command of the Dutch language at B1 level,
 - e. is a resident in or near Rotterdam.
2. Admission to the work-study programme will be assessed by Rotterdam University of Applied Sciences and the *Stichting voor Vluchteling-studenten*,UAF.

Chapter 8 Transfer from secondary school

Article 8.1 General

1. The mbo-hbo (secondary - higher education) transfer programme provides additional guidance to mbo students from Albeda College, Zadkine and the STC Group who wish to follow a higher education programme at the Rotterdam University of Applied Sciences after secondary school. Participation is free of charge and is organised by their secondary school.
2. In the third year of secondary school, the participant follows the optional unit Preparation for Higher Professional Education, in which, among other things, higher education courses are taken. If necessary, the student can access the online educational facilities of the Rotterdam University of Applied Sciences by enrolling as an mbo-hbo transfer student.

Article 8.2 Enrolment and duration

1. Enrolment as a secondary school transfer student is free of charge and is made via the online application form on the website of the relevant study programme at the Rotterdam University of Applied Sciences.
2. The student can be enrolled as of the first day of the month following the enrolment request. Enrolment as a student always ends on 31 August of the academic year in question.

Article 8.3 Admission requirements

To be admitted to the transfer programme from secondary school, the student must have the permission of the study programme at the Rotterdam University of Applied Sciences to which the applicant is transferring.

Appendices

Appendix 1 Glossary

Agreement

The written agreements between Client and Contractor concerning the delivery of goods, services and/or work. The written (online) enrolment request of a participant (e.g., by means of a registration form), in connection with the preceding offer, is also regarded as an agreement.

Client

The natural or legal person who orders the Contractor to deliver goods, services and/or work as referred to in the General Conditions of Sale (private domain). The Client is also understood to mean the person who enters into an agreement with the Contractor by means of an enrolment request. In these regulations, 'client' means the course participant or applicant.

Complaint

A formal written expression of dissatisfaction about an act or behaviour towards the student by a person or body connected to Rotterdam University of Applied Sciences.

Contractor

Stichting Hogeschool Rotterdam (Rotterdam University of Applied Sciences)

Course fee

The money that is paid annually by a course participant to cover their course cost offered by the Rotterdam University of Applied Sciences.

Course participant (applicant)

A person who is pursuing private education at the Rotterdam University of Applied Sciences.

Dean of the institute

Members of staff who, on behalf of the Executive Board, are responsible for the day-to-day management of the school and for defining and implementing the school's policies.

Executive Board of the Rotterdam University of Applied Sciences (CvB in Dutch)

The institutional board that is in charge of administration of the Rotterdam University of Applied Sciences pursuant to the Act and the Statutes.

General Conditions of Sale

General Conditions of Sale, applicable to agreements and services in the private (non-public) domain between a natural or legal person (client) and *Stichting Hogeschool Rotterdam* (contractor).

Higher professional education (hbo in Dutch)

Higher education consists of associate degree programmes (120 credits, no propaedeutic year), the bachelor's programmes (240 credits), the funded master's programmes (60 credits or more) and the post-initial master's programmes (60 credits or more).

Initial (funded) and post-initial (unfunded) study programmes

Initial study programmes are funded by the government and post-initial study programmes are not. Most students are enrolled in an initial (associate degree, bachelor, funded master) programme. The initial study programme prepares the student for their start on the labour market, a post-initial (master's) programme will build on this.

SSC, studenten service center

Unit of the Administration, Information and Control Department (AIC) that is responsible for enrolment, termination of enrolment and information services thereof for all those who receive education at Rotterdam University of Applied Sciences.