Enrolment process regulations for the Bachelor and Associate Degree Study Programmes





Introduction

The regulations governing the enrolment process for Bachelor Programmes and Associate Degree Study Programmes (hereinafter referred to as study programmes) contain the most important regulations about enrolment, re-enrolment and termination of enrolment for a student or extraneus at Rotterdam University of Applied Sciences (article 7.33, sub-section 1 of the Higher Education and Research Act). Also included are the admissions requirements, including the Study Programme Check, that the applicant must meet to be able to enrol in a study programme as a student.

This regulation also includes the legal position of the applicant. The legal position of the student is determined separately in the Student Handbook of the institute that corresponds to the selected study programme. The Student Handbooks are available on hr.nl and Hint (the intranet of Rotterdam University of Applied Sciences).

These regulations and their appendices were adopted by the Executive Board on 7 May 2024, and replace the previously adopted regulations for the enrolment process for the bachelor and the associate degree study programmes of Rotterdam University of Applied Sciences.

Rotterdam University of Applied Sciences, Executive Board

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Table of Contents

Chapter 1 G	eneral provisions on enrolment	4
Article 1.1	Scope	4
Article 1.2	Applying to Rotterdam University of Applied Sciences (first-time enrolment)	4
Article 1.3	Enrolment other than the 1 September	5
Article 1.4	Interim enrolment	5
Article 1.5	Authority	6
Article 1.6	Information services	6
Article 1.7	Privacy policy	7
Article 1.8	Hardship clause	7
Article 1.9	Legal protection	7
Article 1.11		
Chapter 2 Pr	ior education qualifications	
Article 2.1	General provisions	
Article 2.2	Profile and subject combination requirements	
Article 2.3	Transfer from associate degree study programme to Bachelor programme	
Article 2.4	Dutch language proficiency	
Article 2.5	English language proficiency	
	The 21+ admissions exam, the NT2 exam or Deficiencies Exam	
Article 3.1	General provisions	
Article 3.2	21+ Admissions Exam	
Article 3.2 Article 3.3	The NT2 Exam	
Article 3.4	Deficiencies Exam	
	ne Study Programme Check	
Article 4.1	General provisions	
Article 4.1 Article 4.2	Study programme recommendation (binding or non-binding, 1 May arrangement)	
Article 4.2 Article 4.3	Procedural provisions for the study programme check	
Article 4.3 Article 4.4	Special groups	
	lacement in study programmes with a numerus fixus or with additional requirements	
Article 5.1	General provisions	
Article 5.1 Article 5.2	Study programmes who apply a numerus fixus	
	Procedural provisions Selection Procedure numerus fixus	
Article 5.3		
Article 5.4	Study programmes with additional requirements	
	pecial provisions on enrolment	
Article 6.1	Negative binding study recommendation at Rotterdam University of Applied Sciences (NBSR intern 16	ıaı)
Article 6.2	Negative binding study recommendation at another university of applied sciences or university	
(NBSR exte	rnal)	17
Article 6.3	Switching study programmes	17
Article 6.4	Enrolment for external minor students	17
Article 6.5	Exchange students	17
Article 6.6	Inflow in main phase	18
Chapter 7 Re	e-enrolment	18
Article 7.1	General provisions	18
Chapter 8 Tu	uition fees and examination fees	18
Article 8.1	General provisions	18
Article 8.2	Statutory tuition fee	19
Article 8.3	Institutional tuition fee	19
Article 8.4	Reduction of or exemption from tuition fee	21
Chapter 9 Te	ermination of enrolment	21

Article 9.1	General provisions	21
Article 9.2	Premature termination upon the student's request	21
Article 9.3	Premature termination of enrolment by the Executive Board	
Appendices		23
Appendix 1	Glossary	23
Appendix 2	Transfer from associate degree to a Bachelor programme at RUAS	26

Chapter 1 General provisions on enrolment

Article 1.1 Scope

- These regulations regulate the manner of enrolment, preparation and termination of enrolment of students at Rotterdam University of Applied Sciences, based on article 7.32 and further of the Higher Education and Research Act (hereinafter: WHW). These regulations are available in Dutch and English. In the event of differences in the interpretation between the English and Dutch texts, the Dutch text prevails.
- 2. After registration, the prospective student and extraneus are referred to in these regulations as 'applicants'.
- 3. These regulations do not apply to applicants for funded and post-initial Master programmes and to all post-higher education programmes and courses that are not regulated by law. These study programmes and courses of Rotterdam University of Applied Sciences are governed separately by the Enrolment process regulations.

Article 1.2 Applying to Rotterdam University of Applied Sciences (first-time enrolment)

- A request for enrolment in a study programme at Rotterdam University of Applied Sciences must be made via Studielink. This request can be submitted through 31 July. For study programmes with a numerus fixus, the request for enrolment must be submitted by 15 January.
- 2. Enrolment is only possible if the applicant:
 - a. has Dutch nationality or is treated as a Dutch citizen by virtue of a statutory provision;
 - b. is a foreign national and younger than eighteen years of age on the first day of commencement of the study programme for which first-time enrolment is sought;
 - c. a foreign national who is eighteen years of age or older on the first day of commencement of the study programme for which first-time enrolment is sought and who is a lawful resident in the Netherlands on that day according to Article 8 of the Aliens Act 2000;
 - d. is a foreign national and resides outside of the Netherlands on the first day of commencement of the study programme for which first-time enrolment is sought;
 - e. is a foreign national, who no longer meets one of the conditions set out under b, c or d and has previously been enrolled in a study programme at an institution in accordance with one of those components, which study programme is still being followed and has not yet been completed.
- 3. The applicant must have met all conditions for enrolment by 31 August at the latest. The following conditions apply to the first enrolment (registration) for a study programme:
 - a. the prior education requirement (see <u>chapter 2</u>) and any additional requirements (see <u>chapter 5</u>);
 - b. mandatory participation in the Study Programme Check (in certain cases you require a positive recommendation, so the recommendation is binding. See <u>Article 4.2</u>);
 - c. tuition fee payment (see chapter 8);

- d. SSC (Student Service Centre) has verified that the requirement set out in paragraph 2 of this article (nationality requirement) has been met;
- e. If applicable: complete the relevant tasks. Any mandatory requirements for a study programme are included in the corresponding <u>study programme page, the CROHO register</u> and in the <u>Student Handbook</u>.
- f. For study programmes with a numerus fixus: to have accepted the allocated place in time after having gone through the selection procedure.
- 4. If one or more of the above mentioned enrolment conditions have not been met by 31 August at the latest, the applicant will receive a warning that the RUAS email account will be blocked on 8 September. The applicant will be given until 10 September to issue the authorisation to pay the tuition fees, to submit documents and/or to carry out actions which show that the other enrolment conditions have been met by 31 August at the latest. After 10 September, if it is not proven that the enrolment conditions have been met, the enrolment request will be rejected.
- 5. After all requirements for enrolment have been met, the applicant will receive confirmation of enrolment via Studielink and My RUAS. Upon first-time enrolment, the applicant will receive a student card from Rotterdam University of Applied Sciences.

Tip: the requirements that apply to you depend on your situation and the study programme for which you have registered. Please check mijn.hr.nl or our app for your specific situation and the status of you application.

A tip: use the <u>KopieID</u> app to make a copy of your identification.

A tip: Do you still want to change to another variant (full-time/part-time/dual/VWO or four-year route) of the study programme you applied for via Studielink in August (before the start of the academic year)? This will no longer be possible via Studielink in August. You will need to submit an online application to SSC.

Article 1.3 Enrolment other than the 1 September

- 1. By way of derogation from article 1.2, the following conditions apply to study programmes with a fixed intake other than the 1 September:
 - a. A request for enrolment can be submitted via Studielink.
 - b. All enrolment conditions must be met before the first day of the month the programme starts.
- 2. Please check the <u>website</u> to learn which study programmes offer a deviating intake opportunity and which application deadline applies for this intake. This information is also included on the page of the corresponding study programme.
- 3. For the part-time Primary Education Teacher Training (*pabo*), an applicant can only be enrolled as of 1 February if the applicant has obtained a Bachelor degree from a higher education institution or research university and is eligible for exemptions that would allow the applicant to complete the study programme in two years.

Article 1.4 Interim enrolment

- 1. Enrolment during the study year is possible in the following situations:
 - a. the study programme has a regular intake other than September;

- b. the student wants to switch during the study year and meets all the requirements (see <u>Article 6.3</u>).
- c. at the request of the study programme, when the student in the Primary Teacher Training Programme (PABO) or in the Secondary Teacher Training Programme only needs to pass the National Knowledge Test (LKT) in order to obtain the certificate.
- d. After having received approval by the director of the School of Teacher Training for applicants for Teacher Training study programmes in the following subjects: Biology, German, Economics, French, Physics, Dutch, Technical Professional Education, or Mathematics.
- e. if the applicant has previously had to interrupt their studies at RUAS due to special personal circumstances and wishes to resume the study programme. The applicant must submit a request to this effect via hardheidsclausule@hr.nl. This request must be supported by a positive recommendation from both the study programme and a student counsellor.

Article 1.5 Authority

The Executive Board has several authorities based on the <u>law</u> to carry out the enrolment process. The Director of Administration, Information and Control (AIC) performs these on behalf of the Executive Board.

Article 1.6 Information services

Upon enrolment, the applicant will receive an individual e-mail address from Rotterdam University of Applied Sciences. Rotterdam University of Applied Sciences communicates with the applicant via this e-mail address. We assume that the applicant regularly checks their student email account. Rotterdam University of Applied Sciences may also seek contact in other ways. It will use the contact information available in Studielink for this purpose.

Tip: make sure that any changes to your address, e-mail and telephone number are immediately and correctly updated in Studielink. This allows us to always reach you.

Article 1.7 Privacy policy

- 1. The Rotterdam University of Applied Sciences uses personal data for enrolment, reenrolment and the processing of applicants and students at the Rotterdam University of Applied Sciences. The processing of these data is required for the different business processes.
- 2. Processing personal data properly is the responsibility of the Executive Board and is done in compliance with the regulations of the General Data Protection Regulation (GDPR) and the GDPR's Implementation Act.

Tip: more information about the privacy policy is available on the <u>website</u>.

Article 1.8 Hardship clause

- 1. In unforeseen cases and in cases in which the application of these regulations, with the exception of chapter 3, leads to clear injustices, the Director of Administration, Information and Control (AIC) shall decide.
- 2. The hardship clause cannot be applied in case of a legally determined provision.

Tip: the hardship clause allows for an exemption in a case where the application of the rule in this regulation would result in an unreasonable consequence.

Article 1.9 Legal protection

The applicant may file an objection against a decision taken, based on these regulations, with the Advisory Appeal Board via the <u>Complaints & Disputes Office</u> within six weeks of the decision taken by or on behalf of the Executive Board. This period will commence on the day after the date on which the decision is announced to the applicant.

Tip: for more information about complaints, appeals or objections, please see the various <u>complaints</u> <u>procedures</u> of the university of applied sciences.

Article 1.10 Complaints of undesirable behaviour

Anyone who during the enrolment process at Rotterdam University of Applied Sciences encounters any form of discrimination, intimidation, harassment, aggression, or violence (undesirable behaviour) may contact a confidential counsellor.

Article 1.11 Legal validity

Provisions in these regulations are legally binding if and insofar as they do not conflict with higher regulations or the funding conditions. No rights may be granted to provisions that are found to be contrary to these.

Chapter 2 Prior education qualifications

Article 2.1 General provisions

- 1. To enrol in a Bachelor programme or associate degree study programme at Rotterdam University of Applied Sciences, applicants must have obtained at least one of the following secondary school diplomas/certificates:
 - a. HAVO;
 - b. VWO;
 - c. MBO level 4 (all domains);

- 2. The applicant who does not possess a diploma as stated in sub-section 1 may be eligible for an exemption of the requirement. This exemption may be granted on the following grounds:
 - a. A foreign certificate that according to SSC under the diploma equivalency procedure can be considered the equivalent of the certificates named in subsection 1. The SSC will consult with Nuffic on this matter.
 - b. Admission exam 21+ (see also <u>chapter 3</u>).
 - c. A Dutch certificate that is considered the equivalent of the certificates named in sub-section 1. These include:
 - i. mbo-lang;
 - ii. associate degree;
 - iii. propaedeutic certificate hbo (higher professional education) or university;
 - iv. bachelor hbo or university;
 - v. master hbo or university.
- 3. To be enrolled on a three-year VWO route of a bachelor's study programme (with a study load of 180 credits), the applicant must have a VWO diploma (senior secondary school) or at least an equivalent certificate.

Tip: for the most up-to-date information on prior education requirements see also <u>www.hr.nl/toelating</u>

Tip: would you like more information about admissibility with your diploma/certificate? Please contact the Course Guidance Centre (<u>studievoorlichting@hr.nl</u>) at Rotterdam University of Applied Sciences.

Article 2.2 Profile and subject combination requirements

- In addition to the prior education requirements under Article 2.1, some study
 programmes at Rotterdam University of Applied Sciences are subject to a profile
 requirement or require mandatory final examination subjects. These requirements have
 been determined in the ministerial <u>Regulations for registration and admission to higher
 education</u> (Ratho). Rotterdam University of Applied Sciences follows these regulations to
 determine admissibility. Each study programme indicates if there is a profile requirement
 or if certain final examination subjects are mandatory. This means that a certain profile
 in principle does not grant admission to a study programme or that a certain profile
 requires a specific final examination subject.
- If the applicant lacks one or more mandatory final examination subjects in their profile or transfer profile or if their profile does not grant admission, it's called a deficiency. Deficiencies may be eliminated by completing one or more deficiency tests for the missing final examination subject (see also <u>chapter 3</u>). An up-to-date overview of the deficiency tests per programme can be found on the website.
- 3. For the Primary School Teacher Training Programme (Pabo) additional admissions requirements apply to the fields of geography, history, and nature & technology. On the basis of the 'Besluit experiment vooropleidingseisen opleiding tot leraar basisonderwijs' (Experiment with Study Requirements), the applicant who has not passed the examinations on time, but has sat them, will be given the opportunity in the first year of enrolment to prove that he or she does meet the special additional prior education requirements. More information can be found at www.goedvoorbereidnaardepabo.nl.

Tip: for more information about the regulations on deficiency tests, also see <u>www.hr.nl/deficienties</u>.

Article 2.3 Transfer from associate degree study programme to Bachelor

programme

1. With an Associate Degree certificate from RUAS, it is possible to continue studying in a Bachelor's programme at RUAS.

2. Once the associate degree programme has been completed, enrolment in the transfer bachelor's programme will take place in the main phase. While registering in Studielink, the applicant makes a request for enrolment in an advanced year. An exception to this is the Bachelor's degree in Teacher Training for Primary Education: enrolment in this programme begins in the propaedeutic phase.

Tip: appendix 2 contains an overview of the transfer possibilities. The remaining study duration of the Bachelor programme and the number of credits for the remaining Bachelor programme are indicated for each transfer. The overview is also available on the <u>website</u>.

Article 2.4 Dutch language proficiency

- If an applicant is admissible based on a diploma that was not issued in the Netherlands, the applicant for a Dutch study programme must pass a Dutch language test. This does not apply to applicants whose diploma was issued based on a (preliminary) education provided in Dutch in Aruba, Curaçao or Sint Maarten.
- 2. The applicant has the following options:
 - a. the NT2 Exam of Rotterdam University of Applied Sciences (see chapter 3), or;
 - b. the NT2 State Exam, programme II via DUO.

Tip: the BES-islands are part of the Netherlands, so with prior education from one of these islands you do not have to pass a Dutch language test.

Article 2.5 English language proficiency

- 1. For any study programme that will be offered in English, the requirement according to the <u>Code of Conduct for International Students</u> states that the applicant must pass the 'academic' IELTS test with an 'overall band score' of at least 6.0 (six) or a comparable certificate in accordance with the table below, prior to the start of the study programme.
- 2. If the eligible prior education was taught entirely in English, the applicant may be exempt from the English language requirement.
- 3. This exemption is automatically granted by the Student Service Center in case the applicant has an EU diploma that is included in the Nuffic Diploma list, and which

	18	ELTS, TOEF	L, TOEIC en C	ambridge Englis	sh grades & scale				
IELTS	TOEFL		тс	DEIC ²	Cambridge English grades and scale				
	Paper	Internet	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)				

includes an examination for the subject of English.

Chapter 3 The 21+ admissions exam, the NT2 exam or **Deficiencies Exam**

Article 3.1 General provisions

- It's only possible to apply for the 21+ Admissions Exam, the NT2 Exam or Deficiencies Exam after an enrolment request has been submitted for a study programme at Rotterdam University of Applied Sciences.
- 2. The 21+ Admissions Exam, the NT2 Exam or Deficiencies Exam must be obtained prior to the start of the study year (1 September).
- 3. The committee appointed by the Executive Board to determine the suitability of the applicant for the study programme in question is the Committee for the 21+ Admissions Exam, the NT2 Exam and Deficiencies Exam (hereafter: the CTO).
- 4. The examination subjects the applicant must obtain will depend on (possible) prior education and the study programme for which the applicant has submitted a registration request.
- 5. The applicant who has obtained the required examination subjects of the 21+ Admissions Exam, the NT2 Exam or the Deficiencies Exam, will receive a statement Admissions Assessment 21+, respectively a statement NT2 Exam or a statement Deficiencies Exam from CTO. The expiry date is included on the statement, this date is leading.
- 6. The applicant can submit an appeal with CTO against the results of the 21+ Admissions Exam, NT2 Exam and Deficiencies Exam within twelve Working Days, prior to filing an appeal with the Board of Appeal for the examinations.

Tip: are you looking for more information about applying, the costs of the 21+ Admissions Exam, the NT2 Exam or the Deficiencies Exam and the purchase of the set of examination subjects? Please see here.

Article 3.2 21+ Admissions Exam

- 1. Applicants who do not have a previous education that gives them access to an associate degree programme or a (four-year) bachelor's programme can take the admission exam 21+ of the Rotterdam University of Applied Sciences.
- 2. The 21+ Admissions Exam is only allowed if the applicant is at least 21 years old before 1 October of the application year. For the February intake, the applicant is at least 21 years old before 1 March.
- 3. The certificate for the 21+ Admissions Exam will only entitle an applicant to admission to the specific study programme for which the decision was issued.
- 4. The age specification as stated in art. 7.29 sub-section 3 does not apply to applicants with refugee status. In this case the applicant must be at least 17 years of age before 1 October of the same year in which the request to take the application the 21+ Admissions Exam is submitted. The applicant with a refugee status will take the NT2 Exam instead of the Dutch examination of the 21+ Admissions Exam.
- 5. The art programmes at the Willem de Kooning Academy (WdKA) require a different 21+ Admissions Exam than the one applicable to the standard study programmes at Rotterdam University of Applied Sciences. The applicant will be required to first demonstrate to the Willem de Kooning Academy that they have sufficient artistic

aptitude to meet the additional requirements for art programmes. Then the applicant will complete the WdKA 21+ Exam to demonstrate that they have the capacity for an hbo [higher professional education] study programme.

6. In the case of an applicant for a course of study in the field of art, the age limit referred to in section 7.29 paragraph 4 WHW may be waived in special cases. The Dean of the Willem de Kooning Academy will decide whether special circumstances are at play.

Tip: in some cases, you may request an exemption for one or more examination subjects, for example with an ION statement. See <u>Hint</u> for more information.

Tip: are you someone with temporary admission to the Netherlands? See <u>Hint</u> for more information. You may be eligible to complete the NT2 Reading and NT2 Writing examinations instead of the 21+ Admissions Exam for Dutch.

Article 3.3 The NT2 Exam

- The NT2 Exam consists of three phases in which the assessments are based on level B2 of the European Reference Framework. In this first phase, the applicant will take a reading comprehension test and in the second phase a writing test.
- 2. If both examinations are passed, the applicant may take the oral and comprehension tests in the third phase.

Article 3.4 Deficiencies Exam

1. The applicant with one or more deficiencies (see Article 2.2) can eliminate these by completing the Deficiencies Exam.

Tip: in some cases, you may be able to apply for an exemption for the Deficiencies Exam. Also see <u>the</u> <u>website</u> for more information about this.

Chapter 4 The Study Programme Check

Article 4.1 General provisions

- Participation in the Study Programme Check is mandatory for all study programmes at Rotterdam University of Applied Sciences. This obligation does not apply to study programmes with a numerus fixus (limited number of students) and study programmes with additional requirements such as Midwifery and arts study programmes (see Chapter 5).
- 2. The Study Programme Check consists of one or more study programme check activities and a study programme recommendation interview. The study programme recommendation will follow the study programme recommendation interview. This recommendation can be positive, positive with an observation or negative.
- 3. The study programme check activities are determined in advance by the study programme. The study programme may determine that the study programme check activities must be completed prior to the study programme recommendation interview.
- 4. The study programme recommendation interview is conducted with staff of the Rotterdam University of Applied Sciences who have been appointed for this purpose and may take place either as a group or individually.
- 5. If the distance between the residence or lodging and the location of the study programme check is such that the applicant is seriously inconvenienced, the study

programme is required to make provisions to enable the applicant to participate in the study programme check activities and the interview. In that case, identification will be verified by showing proof of identity document during the online interview. Verification of the identity will be registered. The identification step itself will not be recorded or processed.

Tip: the study programme recommendation may state that it recommends that the applicant participates in supplementary lessons or tutoring to be better prepared for the start of the study programme. This advice is not pro forma, so make sure to follow any recommendations!

Article 4.2 Study programme recommendation (binding or non-binding, 1 May arrangement)

- The applicant who registers for a study programme (full-time, dual-track or part-time) will receive a study programme recommendation that only serves as advice by no later than 1 May. It is recommended to follow the advice, but it does not affect the further enrolment procedure.
- An applicant who applies for a first-time enrolment for the first year of a study programme between 2 May through 31 July has to not only participate in a mandatory Study Programme Check but will also receive a binding study programme recommendation. If the applicant receives a negative study programme recommendation, the request for enrolment will be denied.
- 3. To determine whether a study programme recommendation is binding, we use the first enrolment of the applicant for a study programme in higher education (via Studielink). If this date is no later than 1 May and the applicant enrols in another study programme later, sub-section 1 still applies.

Tip: even if the advice is not binding (enrolment by 1 May), participation in the study programme check is mandatory.

Article 4.3 Procedural provisions for the study programme check

- 1. The mandatory Study Programme Check takes place upon invitation by the study programme and may take place anytime from Monday through Saturday. This invitation states with which reservation system the applicant can register for the study programme recommendation interview or on which day and time determined by the study programme the interview will take place. The invitation also states which study programme check activities the applicant must prepare for the study programme recommendation interview.
- 2. If the applicant is invited for a study programme recommendation interview via a reservation system of the study programme, allowing the applicant to select the day and time, the interview must take place within three calendar weeks after the first invitation.
- 3. If the applicant is invited for a study programme recommendation interview with an invitation from the study programme with a preset date and time, the applicant may only reschedule the interview once, with a valid reason and in consultation with the study programme.
- 4. If the applicant doesn't respond to the invitation, doesn't comply with the study programme activities and/or doesn't appear at the scheduled time, the study programme will register a Non Participation (ND).
- 5. After the first Non Participation, the applicant will receive a second and final invitation to participate in the Study Programme Check. In this case, the reservation term as described in sub-section 2 will be restricted to two calendar weeks.
- 6. If the applicant also doesn't respond to the second invitation, doesn't comply with the

study programme activities and/or doesn't appear at the scheduled time, the study programme will register a second Non Participation. The applicant will thus not meet the enrolment requirements and the enrolment request for the corresponding study programme will be denied by the Student Service Center (SCC) via Studielink. The applicant will no longer be able to apply for that study programme in the corresponding study year.

- 7. In exceptional cases the Dean may decide prior to a final rejection to offer a third opportunity. The aforementioned provisions also apply to this opportunity.
- 8. A study programme recommendation is associated with a study programme and is not valid for enrolment in other study programmes at Rotterdam University of Applied Sciences.
- 9. The study programme recommendation will be communicated digitally to the applicant no later than two Working Weeks after participation in the Study Programme Check.

Article 4.4 Special groups

 In the case of an applicant with a disability, this circumstance is taken into account as far as possible when administering and assessing the Study Programme Check. The applicant must report such a circumstance in writing to the study programme's contact person, as stated on the invitation, at least twelve Working Days prior to the date of the Study Programme Check.

Chapter 5 Placement in study programmes with a numerus fixus or with additional requirements

Article 5.1 General provisions

- 1. The provisions for the Study Programme Check (chapter 4) do not apply.
- 2. The applicant for the Midwifery study programme who does not meet the additional requirements (see article 5.2) will be rejected and is excluded from participating in the second round. The applicant will not receive a ranking number.
- 3. If the distance between the residence or lodging and the place where the selection procedure takes place is such that the applicant is seriously inconvenienced, the study programme is required to make provisions to enable the applicant to participate in the selection procedure.

Article 5.2 Study programmes who apply a numerus fixus

- 1. Certain study programmes are subject to a numerus fixus. This means that there is a maximum number of available places within the study programme. Ranking numbers are allocated to applicants on the basis of (at least two) predetermined selection criteria.
- 2. The following study programmes have a numerus fixus and apply the aforementioned selection criteria:
 - a. Physiotherapy:
 - i. Independence;
 - ii. Orientation profession;
 - iii. Communication skills;
 - iv. Study skills;
 - v. Motivation for the study programme.
 - b. Medical Assistance:
 - i. Motivation study programme;
 - ii. Mathematical skills;

- iii. English skills;
- iv. Study skills;
- v. Distinguishing primary and secondary issues.
- c. Real Estate and Brokerage:
 - i. Discipline;
 - ii. Independence;
 - iii. Orientation profession;
 - iv. Communication skills;
 - v. Mathematical skills.
- d. Midwifery:
 - i. Occupational image;
 - ii. Motivation of profession.

Additional requirements apply to the Midwifery study programme (see article 5.4).

3. The applicant is allowed to apply for a maximum of two Bachelor programmes with a numerus fixus. The study programmes Physiotherapy and Midwifery are an exception to this rule. For these study programmes, applicants may only apply to one Physiotherapy study programme or for one Midwifery study programme in the country.

Article 5.3 Procedural provisions Selection Procedure numerus fixus

- 1. Each selection round consists of a minimum of two selection criteria. The results of this selection will impact the allocated ranking number.
- 2. If the applicant does not completely and/or correctly participate in a selection round, the study programme will register a Non-Participation (ND). After two registered Non Participation events, the applicant will not meet the enrolment requirements and will be rejected for the corresponding study programme by the Student Service Center (SCC) via Studielink. The applicant will not receive a ranking number and will not be able to apply for that study programme in the corresponding study year.
- 3. The applicant will receive a ranking number when they have participated in the accessible selection components. If the selection procedure consists of multiple rounds, the applicant whose score is not high enough to continue to the next round will still receive a ranking number.
- 4. The ranking number will be awarded via Studielink, allocation will be carried out on 15 April and will run through 15 August. The applicant must accept their offered spot in two weeks via Studielink, otherwise the offer will automatically lapse.
- 5. Enrolment in a higher year of a Bachelor programme with numerus fixus may be refused on the grounds of a shortage in education capacity in the main phase if the applicant was not previously enrolled in the corresponding Bachelor programme.

Tip: check the study programme page (at hogeschoolrotterdam.nl) for information on the selection days, criteria and the procedure for the <u>numerus fixus study programme</u> you wish to follow.

Article 5.4 Study programmes with additional requirements

- 1. Additional requirements apply for certain study programmes. These requirements are in addition to the prior education requirements as listed in chapter 2.
- 2. The study programme may determine that the applicant must apply before the final application deadline for the selection procedure to meet an additional requirement.
- 3. The following study programme have additional requirements:

- a. Arts & Crafts (Ad, RAc), Fine Art (WdKA), Fine Art and Design in Education (WdKA) and Design (WdKA). The applicant must demonstrate sufficient artistic talent in the following areas:
 - i. visual ability, working from observation and imagination.
 - ii. a feeling for colour, shape and materials.
 - iii. originality and uniqueness.
- b. Creative Media and Game Technologies:
 - i. sufficient creative talent,
 - ii. independent work attitude,
 - iii. affinity with technology.
- c. Health Care Management (associate degree study programme):
 - i. knowledge or skills in the field of health care.
- d. Maritime Officer:
 - i. medical certificate to exercise the profession.
- e. Midwifery:
 - i. aptitude and suitability to exercise the profession;
 - ii. required social-communicative and reflective skills;
 - iii. professional thinking to develop the required level of responsibility for risk assessment in Midwifery.

Tip: want to know more about the additional requirements? Then check the study programme via <u>the</u> <u>website</u>.

Chapter 6 Special provisions on enrolment

Article 6.1 Negative binding study recommendation at Rotterdam University of Applied Sciences (NBSR internal)

- 1. A student at Rotterdam University of Applied Sciences who has received a negative binding study recommendation will not be able to enrol as a student or extraneus for up to five years prior to the enrolment request for the same study programme (full-time, dual-track) or in a study programme with a shared propaedeutic phase.
- 2. A student who wishes to enrol again sooner may submit a one-time request to the Dean for a possible re-enrolment in that study programme. This is only possible after the student has not been enrolled for at least one study year. In this request the student must clearly explain why they will be able to successfully complete the study programme due to a change in circumstances.
- 3. If several study programmes are merged into one new study programme or after a name change of an existing study programme, a previously issued negative binding study recommendation will continue to apply for that 'old' study programme and the binding rejection (NBSR) will also apply to the 'new' study programme.
- 4. The student with a negative binding study recommendation from Rotterdam University of Applied Sciences may enrol in the same study programme at another university of applied sciences or in a different study programme at Rotterdam University of Applied Sciences.
- 5. The enrolment deadline for these applicants is 31 August. After 31 July, applicants can no longer enrol via Studielink and enrolment must be done via the application procedure of the Student Service Center.

Article 6.2 Negative binding study recommendation at another university of applied sciences or university (NBSR external)

- If a student has received a negative binding study recommendation (NBSR external) from another university of applied sciences or research university, the application deadline will be 31 August. After 31 July, applicants can no longer enrol via Studielink and enrolment must be done via the application procedure of the Student Service Center.
- 2. The Study Programme Check is compulsory for these applicants. The study programme recommendation is not binding, even for first-time enrolment after 1 May.
- 3. The applicant is responsible for providing proof of the Binding Study Recommendation issued elsewhere to Rotterdam University of Applied Sciences. This proof must be received by Rotterdam University of Applied Sciences by 31 August.

Article 6.3 Switching study programmes

- A student who wants to switch form their study programmes to another study programme or another variant (full-time, part-time or dual-track) during the study year will require permission from the dean of the institute(s). A request for this can be submitted until 1 June.
- 2. An approved request to switch will be effective as of the first day of the month following the receipt of the transfer request. For a student who wishes to transfer to another programme and submits a transfer request in September, the transfer will go into effect on 1 September or 1 October.
- 3. The student who wants to switch during the study year from another educational institution to Rotterdam University of Applied Sciences will require the permission of the dean of the institute. A request for this can be submitted until 1 October.

Tip: would you still like to switch in August (before the start of the study year)? In August you can no longer do this via Studielink. You will have to submit an <u>online</u> request to the Student Service Center.

Article 6.4 Enrolment for external minor students

- 1. Students following a study programme at another educational institution may enrol in a minor at Rotterdam University of Applied Sciences. The procedure is as follows:
 - a. the student enrols via Kies op Maat (<u>www.kiesopmaat.nl</u>);
 - b. the student must send the following documents to the SSC before the month in which the minor is to start:
 - i. a three-fold copy of the original learning agreement signed by the student's own Exam Board;
 - ii. the original Certificate of Paid Tuition fee from the partner institution is presented to exempt the student from paying tuition fees;
 - c. the student complies with all requirements for admission to the minor. These are listed on <u>www.kiesopmaat.nl</u>.
- 2. The external minor student is only entitled to participate in education and assessments corresponding to the minor for which the student is enrolled.
- 3. If the minor has not been passed within the period of enrolment, the enrolment can be extended for one academic year at the request of the study programme. Extension will only take place if the external minor student submits to the SSC original proof of paid tuition fees from his/her own educational institution before the start of the new academic year.

Article 6.5 Exchange students

1. The exchange student is a bachelor student who is enrolled at an international partner educational institution of Rotterdam University of Applied Sciences and who, by means of an agreement between the international partner educational institution and

Rotterdam University of Applied Sciences, participates in a programme of Rotterdam University of Applied Sciences which consists of bachelor education modules.

- 2. To be enrolled as an exchange student, the following requirements must be met:
 - a. The requirement set out in Article 1.2(2).
 - b. Application in accordance with the procedure as stated on: <u>https://www.rotterdamuas.com/study-information/enrolment/application-procedure-exchange/</u>,
 - c. The requirements as set by the relevant exchange programme for admission. These are listed at <u>https://www.rotterdamuas.com/programmes/exchange/</u>.

Article 6.6 Inflow in main phase

- When applying via Studielink, the applicant may indicate that he wants to start in the main phase of the study programme. SSC will assess whether the student's previous education is at least equivalent to the propaedeutic certificate of that study programme. To this end, SSC seeks advice from the study programme's Exam Board. Admission to the main phase is not possible without a positive recommendation from the Exam Board.
- 2. Students who wish to request enrolment in the main phase after having registered via Studielink must submit their request to the Examination Board.
- 3. When applying for enrolment in the main phase, the applicant is not obliged to take part in the study programme check. All other enrolment conditions do apply.

Chapter 7 Re-enrolment

Article 7.1 General provisions

- 1. Re-enrolment occurs when a student wants to continue enrolment for a study programme in the ensuing study year.
- 2. The final deadline for submitting a request for re-enrolment and issuing a digital authorisation for payment of the tuition fee via Studielink and/or providing proof of tuition fee payment via Studielink is 31 August.
- 3. Re-enrolment is not possible if the student still has unpaid debts with Rotterdam University of Applied Sciences on 31 August.
- 4. Students who wish to resume their studies at the Rotterdam University of Applied Sciences after an interruption can submit an enrolment request via Studielink up to and including 31 July and send an enrolment request to the SSC in August.

Chapter 8 Tuition fees and examination fees

Article 8.1 General provisions

- 1. The student must pay a statutory tuition fee or institutional tuition fee for every year of enrolment. The extraneus must pay examination fee for every year of enrolment.
- 2. The statutory tuition fee will be annually determined by the government. The amount of

the institutional tuition fee, the partial statutory tuition fee and the examination fee will be annually determined by the Executive Board and is announced before 1 April via www.hogeschoolrotterdam.nl.

- 3. The student will be able to pay the tuition fees in instalments, in accordance with a payment schedule to be decided on by Rotterdam University of Applied Sciences. The examination fee cannot be paid in instalments.
- 4. Payment of the tuition fee or examination fee must be completed before the start month of the study programme and must be paid via a digital authorisation in Studielink. This must be confirmed by the student or a third party. Payment can also be made via a letter of guarantee issued by an employer or by submitting proof of tuition fee payment from another educational institution.
- 5. The student will always remain personally liable for payment of the tuition fee, even if a letter of guarantee has been issued by the employer. The student cannot be (re)enrolled if the student still has an outstanding debt on 31 August.

Article 8.2 Statutory tuition fee

- 1. The student must comply with the legal requirements to be eligible for the statutory tuition fee rate. These are:
 - a. Nationality requirement:
 - i. the applicant is a citizen of a country that is part of the European Economic Area, Surinam, or Switzerland, or,
 - ii. residence permit as listed by DUO (see here).
 - b. for an enrolment in an associate degree programme: not having previously obtained an associate degree, a bachelor's degree, or a master's degree.
 - c. for an enrolment in a bachelor's programme: not having previously obtained a bachelor's degree.
- 2. By way of derogation of sub-section 1, the statutory tuition fee also applies to the student who:
 - a. is enrolling in a study programme in the health care/education field and has not yet completed a study programme in this field;
 - b. is enrolling in a Bachelor programme in the health care/education field and has not yet completed a Bachelor programme in this field;
 - c. is enrolling in a Master programme in the health care/education field and has not yet completed a Master programme in this field;
 - d. after obtaining the first degree, the student wants to complete the second study programme, which started in parallel with the first study programme.
- 3. It is possible that the conditions are no longer met during the study year. The student will then owe the institutional tuition fee for the next study year.

Tip: there are many different rules and many exceptions in determining the tuition fee rate. Do you want to check if you are eligible for the statutory rate? See <u>here</u>.

Article 8.3 Institutional tuition fee

- 1. The student who enrols in a study programme and is not eligible for a statutory tuition fee rate will owe the institutional tuition fee.
- 2. If the student meets the eligibility conditions for the statutory tuition fee during the course of a study year the student shall, upon their request, be required to pay statutory tuition fees for the remainder of the academic year from the month following the month in which the conditions for statutory tuition fees are met. If these conditions are met on

the first of the month, the change will take effect from that date. The student will be refunded the excess tuition fee.

Article 8.4 Reduction of or exemption from tuition fee

- 1. The student may be exempt from the requirement to pay a tuition fee if the student participates in tuition-exempt committee activities. The conditions and requirements for this are included in the <u>implementation regulations Profiling fund</u>.
- 2. The student who is eligible for the statutory tuition fee and enrols for multiple study programmes in one study year, needs only to pay a single tuition fee.
- 3. A student shall only be required to pay part of the owed statutory tuition fee if the student enrols during the study year. In that case, the amount due will be proportional to the number of months remaining in the study year.

Chapter 9 Termination of enrolment

Article 9.1 General provisions

- Enrolment terminates automatically at the end of the study year on 31 August. Enrolment will also be automatically terminated after graduation unless the student submits a request to continue enrolment.
- 2. In case of premature termination of enrolment, enrolment shall be ended as of the first day of the following month. The only exception is those cancellations that take place in the months of June, July and August. These will go into effect as of 31 August.
- 3. If enrolment is terminated prematurely, a check will be conducted to determine if the student is eligible for a partial refund of the tuition fee. If this is the case and there are no outstanding claims, a refund will be made.
- 4. Upon death, termination of enrolment will occur as of the date of death. The refund will be issued on the first day of the following month.
- 5. The Student Service Center informs the student and DUO about the termination of enrolment.

Tip: you are personally responsible for cancelling your student travel card (OV chipcard) and the student finance. You must do this via DUO.

Article 9.2 Premature termination upon the student's request

- 1. During the study year a student can submit a request for premature termination of enrolment via Studielink as of the first day of the following month, or at a later date. Retroactive termination of enrolment is not possible.
- 2. A student who has submitted a request for early termination of enrolment may subsequently revoke it within two weeks by submitting a request to the SSC.

Article 9.3 Premature termination of enrolment by the Executive Board

- 1. In special cases, the Executive Board can terminate the enrolment of a student in a study programme if actions on the part of the student have demonstrated their unsuitability for one or more of the professions for which the study programme for which they are enrolled is preparing them or for practical preparation for professional performance.
- 2. If a student has committed serious fraud, the Executive Board can, on the recommendation of the Exam Board, permanently terminate the enrolment of the student for the study programme once the Exam Board has given the student the opportunity to present their case.
- 3. If a student violates the regulations (house rules) of Rotterdam University of Applied Sciences as included in the (appendices of the) Student Handbook and causes a serious nuisance within the buildings and premises, the dean of the institute may terminate the student's enrolment for a period of up to one year. If the student continues to be a nuisance after this warning, the Executive Board may permanently terminate the student's enrolment.

Appendices

Appendix 1 Glossary

Applicant

A person who enrols for the first time in a Bachelor or associate degree study programme at Rotterdam University of Applied Sciences and is not yet registered as a student for that study programme nor has previously been registered as a student for that study programme.

Ad, associate degree study programme

A two-year study programme in higher vocational education which, upon successful completion, confers an Associate degree.

Bachelor programme

A four-year study programme in higher vocational education which, upon successful completion, confers the degree of Bachelor and the right to use a title.

BKG (Dutch: bureau klachten en geschillen), Complaints & Disputes Office

The office where a student, applicant or extraneus may submit a complaint, objection, or appeal.

Tuition fee

The money that is paid annually by a student to cover their enrolment for a study programme offered by the university of applied sciences.

Tuition exemption for committee position

If a student holds a full-time committee position for a student organisation, the student may, on the basis of Article 7.47a of the Higher Education and Research Act, be exempt from paying tuition fees for a study year while serving on a board.

Croho – Central Register of Higher Education Study Programmes

The national register of all study programmes managed by the Directorate DUO, Ministry of Education, Culture, and Science.

CTO, Committee for the 21+ Admissions Exam, the NT2 Exam and the Deficiencies Exam

Committee that determines suitability for the study programme in question on the basis of the testing for the 21+ Admissions Exam, the NT2 Exam and the Deficiencies Exam.

CVB, Executive Board of Rotterdam University of Applied Sciences

The institutional board that is in charge of administration of the university of applied sciences pursuant to the Act and the Statutes.

Directorate DUO, Ministry of Education, Culture, and Science

Department of Education, which is part of the Ministry of Education, Culture and Sciences.

Extraneus

A person who is enrolled at Rotterdam University of Applied Sciences solely for the purpose of taking assessments (and examinations) of a study programme.

Functional impairment, disability

The presence of one or more visible or invisible functional disabilities due to a long-term or permanent physical or psychological condition that may impede the student from participating in education.

HBO, higher vocational education

HBO offers the following study programmes: the associate degree study programme (120 credits, no propaedeutic phase), the Bachelor programme (240 credits), the funded Master programme (at least 60 credits), and the post-initial Master programme (at least 60 credits).

Re-enrolment student

A person who is enrolled as a student and who wishes to continue their current study programme (including the study programme variant) immediately at the start of the new study year.

Hint

The intranet for all students and staff of Hogeschool Rotterdam with information needed to follow, give and support education.

Initial and post-initial study programmes

Initial study programmes are funded by the government and post-initial study programmes are not. The majority of students follow an initial (associate degree, Bachelor, funded Master) study programme: a study programme that prepares the student for their start on the labour market, a post-initial (Master) study programme will build on this.

Institutional tuition fee

Tuition fee that must be paid by a student who is not eligible for the statutory tuition fee under the Higher Education and Research Act.

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.

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

Numerus fixus

The authority of the Executive Board to establish a maximum number of students (numerus fixus) for enrolment in a study programme (Article 7.53 or 7.56 of the Higher Education and Research Act). For this study programme, applicants will be selected according to a selection procedure.

Propaedeutic certificate

The first part of the Bachelor programme, representing 60 credits and encapsulating the education delivered in the first study year. The length of time applicable may be shorter for an accelerated study programme.

Study programme variant

The structure of the study programme: part-time, full-time or dual-track.

Rio, Registration Institutions and Study programmes

Central Register of Higher Education Study Programmes. The national register of all study programmes managed by the Directorate DUO, Ministry of Education, Culture, and Science.

SSC, Student Service Center (in Dutch)

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.

The Study Programme Check

Part of the enrolment process, during which a study programme recommendation will be issued, based on study program check activities. The study programme check activities are determined in advance by the study programme.

Student

A person who is enrolled at Rotterdam University of Applied Sciences to pursue an education and take assessments and examinations as part of a funded study programme.

Study year or study year

The period that commences on 1 September and ends on 31 August of the following year.

Studielink

The national registration and enrolment application of the universities of applied sciences, the research universities and the Ministry of Education, Culture and Science.

Student Information Office

Education and Development department that offers (study) information to prospective students.

Prior education requirements, further prior education requirements and special further prior education requirements

The requirements referred to in Sections 7.24, 7.25 and 7.25a of the WHW respectively.

Appendix 2 Transfer from associate degree to a Bachelor programme at RUAS

Ad-diploma	voltijd	deeltijd	duaal	bacheloropleiding	voltijd	deeltijd	resterende duur van de opleiding in maanden	resterend te behalen aantal studiepunten
Ad Accountancy	x	х		Bachelor Accountancy	x		24	135
Ad Accountancy		х		Bachelor Finance & Control		х	24	120
Ad Arts & Crafts: Interieur	х			Bachelor Vormgeving: ruimtelijk	x		24	120
Ad Arts & Crafts: Lifestyle	x			Bachelor Vormgeving: transformation design	x		30	150
Ad Arts & Crafts: Meubel/Product	x			Bachelor Vormgeving: ruimtelijk of product	x		24	120
Ad Arts & Crafts: Mode	х			Bachelor Vormgeving: mode	x		24	120
Ad Arts & Crafts: Sieraad	х			Bachelor Vormgeving: product (met intake op basis van portfolio)	x		30	150
Ad Arts & Crafts: Verpakking	х			Bachelor Vormgeving: grafisch	x		30	150
Ad Crossmediale Communicatie	×	X		Bachelor Commerciële Economie		х	24	120
Ad Crossmediale Communicatie	x	х		Bachelor Communicatie (deeltijd onder voorbehoud voldoende aanmeldingen)	x	х	24	120
AD Data Analytics	х			Bachelor Business IT & Management	x		24	120
Ad Educatief Professional Beroepsonderwijs - richting Biologie	x	х		Bachelor Lerarenopleiding Biologie	×	х	24	wordt individueel vastgesteld
Ad Educatief Professional Beroepsonderwijs - richting Burgerschap	x	х		Bachelor Lerarenopleiding Maatschappijleer	x	х	24	wordt individueel vastgesteld
Ad Educatief Professional Beroepsonderwijs - richting Economie	х	х		Bachelor Lerarenopleiding Economie	x	х	24	wordt individueel vastgesteld
Ad Educatief Professional Beroepsonderwijs - richting Natuurkunde	х	х		Bachelor Lerarenopleiding Natuurkunde	x	х	24	wordt individueel vastgesteld
Ad Educatief Professional Beroepsonderwijs - richting Nederlands	x	х		Bachelor Lerarenopleiding Nederlands	x	х	24	wordt individueel vastgesteld
Ad Educatief Professional Beroepsonderwijs - richting Rekenen & Toegepaste Wiskunde	x	х		Bachelor Lerarenopleiding Wiskunde	x	х	24	wordt individueel vastgesteld
Ad Educatief Professional Beroepsonderwijs - richting Techniek	×	х		Bachelor Lerarenopleiding Technisch beroepsonderwijs	x	х	24	120

Ad-diploma	voltijd	deeltijd	duaal	bacheloropleiding	voltijd	deeltijd	resterende duur van de opleiding in maanden	resterend te behalen aantal studiepunten
Ad Educatief Professional Beroepsonderwijs - richting Zorg & Welzijn	х	x		Bachelor Leraar Gezondheidszorg en Welzijn		x	24	120
Ad Engineering	×	х		Bachelor Werktuigbouwkunde	х	х	24	120
Ad Event & Experience Management	×			Bachelor Leisure & Events Management	x		24	120
Ad Event & Experience Management	х			Bachelor Facility Management	x		24	120
Ad ICT Internet of Things	x			Bachelor Creative Media and Game Technologies	x		24	120
Ad ICT Service Management	х	х		Bachelor Business IT & Management	x	x	24	120
Ad Information Security		х		Bachelor Business IT & Management		х	24	120
Ad Integraal Bouwmanagement		x		Bachelor Bouwkunde		х	24	120
Ad Integraal Bouwmanagement		х		Bachelor Civiele Techniek		х	24	120
Ad Logistiek Management	x	х		Bachelor Logistics Management	х	х	24	120
Ad Logistiek Management	x			Bachelor Logistics Engineering	x		24	120
Ad Maintenance & Mechanics	×	x		Bachelor Werktuigbouwkunde	x	x	24	120
Ad Management	x			Bachelor Bedrijfskunde	x	х	24	120
Ad Management	x	x		Bachelor Human Resource Management		x	24	120
Ad Management		x		Bachelor Bedrijfskunde		x	24	120
Ad Management in de Zorg		x		Bachelor Bedrijfskunde		x	24	120
Ad Management in de Zorg		х		Bachelor Human Resource Management		x	24	120
Ad Ondernemen	x			Bachelor Ondernemerschap & Retail Management	x		24	120
Ad Ondernemen (duaal in afbouw)			х	Bachelor Ondernemerschap & Retail Management	x		24	120
Ad Onderwijsondersteuner Gezondheidszorg en Welzijn (in afbouw)		x		Bachelor Leraar Gezondheidszorg en Welzijn		x	24	wordt individueel vastgesteld
Ad Onderwijsondersteuner Technisch beroepsonderwijs (in afbouw)		x		Bachelor Lerarenopleiding Technisch beroepsonderwijs		x	24	wordt individueel vastgesteld

Ad-diploma	voltijd	deeltijd	duaal	bacheloropleiding	voltijd	deeltijd	resterende duur van de opleiding in maanden	resterend te behalen aantal studiepunten
Ad Pedagogisch Educatief Professional	x	x		Bachelor Lerarenopleiding Basisonderwijs -de student stroomt in bij de flexibele deeltijdopleiding PABO in jaar één; -de student voldoet aan de <u>landelijke toelatingseisen</u> voor alle pabostudenten.	×	x	36	Wordt individueel vastgesteld
Ad Pedagogisch Educatief Professional	х	х		Bachelor Social Work	x	х	24	120
Ad Sales & Accountmanagement	x			Bachelor Commerciële Economie, alleen voor community Global Marketing & Sales	x		24	124
Ad Sales & Accountmanagement		х		Bachelor Commerciële Economie		х	24	120
Ad Smart Technology	х	х		Bachelor Werktuigbouwkunde	х	х	24	120
Ad Sociaal Financiële Dienstverlening		х		Bachelor Social Work		х	24	120
Ad Social Work	х	х		Bachelor Social Work		х	24	120
Ad Software Development	х			Bachelor Creative Media and Game Technology	x		24	120
Ad Software Development	х			Bachelor Informatica	х		24	120
Elke AD	х	х		Bachelor Bedrijfskunde	х		36	180